



12<sup>th</sup> May 2025

Dear Councillor,

I hereby summon you to attend the **Annual Meeting of Peterlee Town Council** to be held on **Monday 18<sup>th</sup> May 2026** in the **Brandling Suite, Shotton Hall, Peterlee SR8 2PH at 6.30pm**

**Ian Hall**  
Town Clerk

Members of the public are very welcome to attend our meetings. We have a limited number of designated public seating in our Council Chamber and so any members of the public wishing to attend to observe the meeting are advised to contact the Council in advance so that we can reserve a seat for you: [council@peterlee.gov.uk](mailto:council@peterlee.gov.uk) or (0191) 5862491.

## **AGENDA**

**1. To Elect a Chair for the Ensuing Year**

To receive and consider nominations for the position. By tradition, the incoming Chair usually names their consort once elected.

Following election, the Chair will sign a Declaration of Acceptance of Office.

**2. Apologies for Absence**

**3. Presentation to the Former Chair of Peterlee to Mark His Year of Office**

**4. To receive Declarations of Interest**

Members are reminded of the need to disclose any interests in items on this agenda, whether pecuniary or otherwise. Please seek advice from the Town Clerk **prior to the meeting** if in doubt.

Members are also reminded that they are personally responsible for ensuring that these declaration forms are complete and are kept up to date and that they should be submitted to the Monitoring Officer at Durham County Council. This is a legal requirement. Members can check their published declaration of interests using the following link: <https://bit.ly/2wVyeLA>

**5. To Elect a Vice Chair for the Ensuing Year**

To receive nominations and agree the Vice Chair of Peterlee Town Council. By tradition, the incoming Vice Chair usually names their consort once elected.

Following election, the Vice-Chair will sign a Declaration of Acceptance of Office.

**6. Minutes**

To approve the Minutes of the following meetings:-

- a. Council held on 20<sup>th</sup> April 2026 (Copy Attached)

**7. Review of Committees and Panels**

Report of the Town Clerk. (Copy attached)

**8. Calendar of Meetings for the Forthcoming Year**

To consider the attached Calendar of meetings.

**9. Appointment of Members to Committees and Panels**

To appoint members to the Committees and Panels in accordance with Item No 7 above.

**10. Appointment of Delegates to Other Bodies**

To appoint representatives of the Town Council to serve on the following bodies:-

- a. County Durham Association of Local Councils (3 Reps - 2 members and the Town Clerk)
- b. East Durham Association of Parish & Town Councils (3 Reps)
- c. Passmore Pavilion Local Steering Group (1 Rep)
- d. Peterlee Cricket Club (1 Rep)

**11. Appointment of Authorised Signatories**

Report of Town Clerk (Copy attached)

**12. General Power of Competence**

Report of the Town Clerk. (Copy attached)

**13. Review and Adoption of Policies and Procedures**

Report of the Town Clerk. (Copy attached)

- a. Standing Orders
- b. Financial Regulations
- c. Scheme of Delegation
- d. Complaints Procedure
- e. Procedures for Handling Requests made under the Freedom of Information and Data Protection Legislation
- f. Recruitment and Selection Policy

**14. Appointment of Substitute Members to Committees**

Report of the Town Clerk (Attached)

- 15. Review of Inventory of Land and Assets**  
Report of the Town Clerk. (Copy attached)
- 16. Review of Risk**  
Report of the Town Clerk. (Copy attached)
- 17. Council Insurance Arrangements**  
Report of the Town Clerk. (Copy attached)
- 18. Investment of Council Reserves – CCLA Public Sector Deposit Fund**  
Report of the Town Clerk. (Copy attached)
- 19. Year-End Accounts and Supporting Schedules 2025/26**  
Report of the Town Clerk. (Copy attached)
- 20. Pavilion Working Party Summary Update and Progress Report**  
Report of the Town Clerk. (Copy attached)
- 21. Peterlee Cricket Club – Request for Landlord Consent**  
Report of the Town Clerk. (Copy attached)



## PETERLEE TOWN COUNCIL

Minutes of the **Town Council** meeting held on **Monday 20 April 2026** at **6.30pm** in the Council Chamber, Shotton Hall, Peterlee.

**Present:** Councillor R. Moore (Mayor) and Councillors J. Black, P. Brown, B. Fishwick, K. Hawley, D. Howarth, A. Laing, D. Meadows, I. Pygall, M Tough and D. Wright.

**Also** Ian Hall (Chief Officer and Town Clerk) and Louise Hudson (Democratic Services Assistant).

### **C.220/26 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors D Burrell, M-L Franklin, S Franklin, D. Hawley and H. Pygall.

**RESOLVED:** That the apologies be noted.

### **C.221/26 DECLARATIONS OF INTEREST**

No interests were declared

### **C.222/26 PUBLIC PARTICIPATION**

No members of the public were present.

### **C.223/26 MINUTES**

- a. Governance & Performance held on 7<sup>th</sup> April 2026
- b. Council Meeting held on 7<sup>th</sup> April 2026

**RESOLVED:** That the minutes of the above meeting be approved.

### **C.224/26 STANDARDS COMPLAINT, MONITORING OFFICER DECISION NOTICE**

Consideration was given to a report of the Town Clerk, which had previously been circulated, to inform Members of the outcome of a Standards complaint submitted to Durham County Council's Monitoring Officer regarding the alleged conduct of a Town Councillor.

**RESOLVED:**

1. That the Monitoring Officer's decision be noted.
2. That Members reaffirm their commitment to the Code of Conduct and high standards of behaviour.

## **C.225/26 POLICIES**

The Governance & Performance Committee considered the below policies at its meeting held on 7<sup>th</sup> April 2026, and Members are requested to consider their recommendations.

- a. AED Policy
- b. CCTV Policy
- c. Data Protection Policy
- d. IT Policy
- e. Artificial Intelligence (AI) Policy
- f. Dismissal Policy
- g. Document retention and Disposal Policy
- h. Health & Safety Policy
- i. Maternity, Paternity, Adoption & Surrogacy Policy
- j. Mental Wellbeing in the Workplace Policy
- k. Redundancy Policy
- l. Whistle Blowing Policy
- m. Sexual Harassment Policy
- n. Shared Parental Leave Policy
- o. Pandemic Response Policy

**RESOLVED:** That the recommendations of the Governance & Performance Committee be noted and the policies be adopted.

## **C.226/26 CONSIDERATION OF MOVING TO A PAPERLESS COUNCIL**

Consideration was given to a report of the Town Clerk, which had previously been circulated, to consider whether Peterlee Town Council should move to a paperless approach for the distribution of agendas and associated meeting documentation.

There is no formal resolution within previous Council minutes confirming that the Council operates as a paperless authority, and, therefore, this report seeks to establish the Council's position moving forward.

Several Members exercised their right under Government legislation to continue to receive all agendas and accompanying documentation in paper form. They also requested that all communication ceased to their personal email addresses.

The Town Clerk confirmed that Members who did not currently have a Council Device and, therefore, did not have a Council email address would no longer receive communication via their personal email addresses. He also confirmed that under Government legislation, Members are entitled to receive paper copies of all agendas and accompanying documentation and that for those Members wishing to receive them, this would be arranged.

All Members wishing to cease communication via personal email addresses and receive paper agenda packs, submitted declarations confirming this.

The Chair proposed that the Council, where possible, will go paperless and support digital. Councillor Audrey Laing seconded this proposal.

**RESOLVED:**

1. That the Council, where possible, will go paperless and support digital.
2. That all communications via personal email addresses would cease with immediate effect.
3. That those Members wishing to receive paper copies of their agenda packs, would have these delivered to their address.
4. That the Democratic Services Assistant will email Members who currently receive communications electronically, asking them to verify their consent.

**C.227/26 INTERNAL AUDIT REPORT 2025/26**

Consideration was given to a report of the Town Clerk, which had previously been circulated, to present to Members the findings of the Internal Assurance Report for the 2025/26 financial year, undertaken by Clive Owen LLP, and to outline the key recommendations arising from the review for consideration and action.

The Chair thanked the Town Clerk and his team for improving year on year, placing the Council in a better position.

**RESOLVED:**

1. That the contents of the Internal Assurance Report 2025/26 be noted.
2. That the positive assurance opinion provided by the Internal Auditor be endorsed.
3. That all recommendations identified within the report have now been implemented be noted.

**C.228/26 INVESTMENT OF COUNCIL RESERVES – CCLA PUBLIC SECTOR DEPOSIT FUND (OPTIONS APPRAISAL)**

Detailed consideration was given to a report of the Town Clerk, which had previously been circulated, to present Members with a range of options to consider for the management of the Council's reserves and cash balances, including the option of retaining all funds within the Council's existing banking arrangements or adopting a diversified approach through the CCLA Public Sector Deposit Fund.

The Events Committee Chair expressed that she would like, in writing, that the Council's funds are guaranteed not to go down, but may go up. Also, clarification on how the fund works, i.e. Stocks and shares, etc.

**RESOLVED:**

1. That this item be deferred to a future meeting; and
2. That the Town Clerk seek clarification with regards to how the fund works.

**C.229/26 IT SUPPORT CONTRACT REVIEW AND FUTURE ARRANGEMENTS**

Detailed consideration was given to a report of the Town Clerk, which had previously been circulated, to inform Members that the current IT support contract with Document Solutions is approaching its one-year anniversary and to seek approval to move to a rolling contract arrangement based on performance, value for money, and ongoing review of pricing.

The Chair proposed that the Council's IT Support contract go back out to tender, offering a 3-year contract. The proposal was seconded by Councillor Darren Meadows.

A vote was taken:

For	11
Against	0

**RESOLVED:** That the Council's IT Support contract go back out to tender, offering a 3-year contract.

- Report to:** Peterlee Town Council
- Date of Meeting:** 18<sup>th</sup> May 2026
- Subject:** **Review of Committees and Panels**
- Report of:** Chief Officer/Town Clerk
- Report Purpose:** In accordance with Standing Order 5j the Council must review its committees and panels and their terms of reference at the Annual meeting.
- Background:** Council considered the committee structure for the 2026/27 municipal year at its meeting held on 7<sup>th</sup> April 2026 and resolved that the existing committee structure be retained for the forthcoming municipal year (Minute No. C.213/26 refers).
- The current committee structure and associated Terms of Reference are attached at Appendices 2 and 3 for formal approval at the Annual Meeting.
- The proposed structure reflects the current operational and governance arrangements of the Council and continues the arrangements already operating during the 2025/26 municipal year.
- Recommended:**
1. That the Committees and Panels detailed in appendix 2 be approved.
  2. That the Terms of Reference detailed at appendix 3 be approved

**Appendix 1: Implications**

**Finance** No direct implications.

**Staffing** No direct implications

**Risk** The maintenance of an appropriate committee structure supports effective governance, decision-making and accountability.

**Equality and Diversity,  
Cohesion and Integration** No direct implications

**Crime and Disorder** No direct implications

**Consultation &  
Communication** No wider consultation required

**Procurement** No direct implications.

**Legal** The review of committees and terms of reference forms part of the Council's governance obligations under its Standing Orders and the Local Government Act 1972.

**Council**  
 All Members  
 Meet 1<sup>st</sup> and 3<sup>rd</sup> Monday of each month, except for August recess

<b>Human Resources Committee</b>	<b>Health &amp; Safety Committee</b>	<b>Events Committee</b>	<b>Governance &amp; Performance Committee</b>	<b>Disciplinary &amp; Grievance Panel</b>	<b>Appeals Panel</b>	<b>Town Clerk's Appraisal Panel</b>
5 Members Meet as and when required	5 Members Meet as and when required	15 Members Meet monthly	6 Members Meet quarterly or as and when required.	5 Members Meet as and when required	5 Members Meet as and when required	5 Members Meet as and when required
1. To make recommendations to Council with regard to Human Resources policies and practices for the Town Council; 2. To act as an Appeals Panel in relation to staffing issues if required under a council policy; 3. To appoint the Town Clerk's appraisal committee	1. To make recommendations to Council with regard to Health & Safety issues, policies and practices for the Town Council; 2. To receive reports from council officers on accident and incident monitoring.	1. To make recommendations to Council about the planning and delivery of social, civic and democratic events by the Town Council; 2. Oversight of the Town's major events.	1. To reviewing and make recommendations to the Council in respect of new and existing policies, including Standing Orders and Financial Regulations. 2. Overview of key targets and major projects	1. Hear and determine appeals against dismissal and appeals against all disciplinary action taken by the Town Clerk. 2. Hear representations by trade unions and managers in respect of disputes not capable of resolution by other means and discuss and reach decisions thereon. 3. Consider and reach decisions on grievances by employees, groups of employees or trade unions in terms of the procedures for staff	1. To hear and determine all matters of appeal in connection with the comments and complaints policy. 2. To hear and determine all matters of appeal in connection with Freedom of Information requests	To carry out the Town Clerks annual appraisal in line with the Councils Appraisal Policy

## Appendix 3

## Delegations to Committees and Working Parties

Committee Name:	<b>Peterlee Town Council</b>
Reports to:	n/a
Membership:	All 22 elected members of the Council (quorum = 8)
Chair & Vice Chair:	
Responsibilities:	All business of the Council, including all statutory powers and duties of the Council. Specifically including: <ul style="list-style-type: none"> <li>- Setting the final annual budget and the precept</li> <li>- Approving the annual return and accounting statements</li> <li>- Approving the annual governance statement</li> <li>- borrowing</li> <li>- declaring eligibility for the power of well-being</li> <li>- approve any grant, contract or single financial commitment of £30,000 or more</li> </ul>
Delegated authority:	n/a as the Council has authority for all council decisions
Budgets:	All budgets
Meeting Frequency:	Annual Meeting in May Council to be held on first and third Monday of each month, with the exception of the August recess; except when a Bank Holiday falls on a Monday on the first or third week, in which case Council will be held on the following Tuesday
Public and Press access to meeting:	Yes, with the exception of exempt items. Public questions standing item at all regular meetings, i.e 10 minute open session at the start of the meeting
Council Officers advising the Committee:	Town Clerk and all senior Managers of the Council

Committee Name:	<b>Human Resources Committee</b>
Reports to:	Council
Membership:	5 Members of the Council (quorum = 3) Due to the confidential nature of much of the business of this committee membership will not be available to non-councillors.
Chair & Vice Chair:	
Responsibilities:	<ol style="list-style-type: none"> <li>1. To make recommendations to Council with regard to Human Resources policies and practices for the Town Council;</li> <li>2. To act as an Appeals Panel in relation to staffing issues if required under a council policy;</li> <li>3. To appoint the Town Clerk's appraisal committee</li> </ol>
Specific delegated authority:	<ul style="list-style-type: none"> <li>- appointment of Appeals Panel</li> <li>- appointment of Town Clerk's appraisal committee</li> </ul>
Delegated Budgets:	none
Meeting Frequency:	As and when required.
Public and Press access to meeting:	Yes, with the exception of exempt items.
Council Officers advising the Committee:	Town Clerk/ Senior Managers

Committee Name:	<b>Health &amp; Safety Committee</b>
Reports to:	Council
Membership:	5 Members of the Council (quorum = 3) The Committee may appoint non-councillors as standing or co-opted members as required.
Chair & Vice Chair:	
Responsibilities:	<ol style="list-style-type: none"> <li>To make recommendations to Council with regard to Health &amp; Safety issues, policies and practices for the Town Council;</li> <li>To receive reports from council officers on accident and incident monitoring.</li> </ol>
Specific delegated authority:	n/a
Delegated Budgets:	none
Meeting Frequency:	As and when required.
Public and Press access to meeting:	Yes, with the exception of exempt items.
Council Officers advising the Committee:	Town Clerk and Senior Managers

Committee Name:	<b>Events Committee</b>
Reports to:	Community & Environment Committee
Membership:	15 Members (quorum = 5) The Committee may appoint non-councillors as standing or co-opted members as required.
Chair & Vice Chair:	
Responsibilities:	<ol style="list-style-type: none"> <li>To make recommendations to Council about the planning and delivery of social, civic and democratic events by the Town Council;</li> <li>Oversight of the Town's major events.</li> </ol>
Specific delegated authority:	<ul style="list-style-type: none"> <li>to oversee and agree the specification of services related to the planning and provision of events</li> <li>to make recommendations to Council on expenditure for Town Events</li> </ul>
Delegated Budgets:	Town Events (within individual budget heading limits agreed by Council)
Meeting Frequency:	Monthly
Public and Press open access to meeting:	Yes, with the exception of exempt items.
Council Officers advising the Committee:	Town Clerk, Resources Manager and Events Officer

Committee Name:	<b>Governance &amp; Performance Review Committee</b>
Reports to:	Council
Membership:	6 Members (quorum = 3)
Chair & Vice Chair:	
Responsibilities:	<ol style="list-style-type: none"> <li>To reviewing and make recommendations to the Council in respect of new and existing policies, including Standing Orders and Financial Regulations.</li> <li>Overview of key targets and major projects</li> </ol>
Specific delegated authority:	None
Delegated Budgets:	None
Meeting Frequency:	Quarterly / As and when required.
Public and Press access to meeting:	Yes, with the exception of exempt items.

Council Officers advising the Committee:	Town Clerk and all senior Managers of the Council
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Committee Name:	<b>Disciplinary &amp; Grievance Hearing Panel</b>
Reports to:	Council
Membership:	5 Members (quorum = 3)
Chair & Vice Chair:	
Responsibilities:	<ol style="list-style-type: none"> <li>1. Hear and determine appeals against dismissal and appeals against all disciplinary action taken by the Town Clerk.</li> <li>2. Hear representations by trade unions and managers in respect of disputes not capable of resolution by other means and discuss and reach decisions thereon.</li> <li>3. Consider and reach decisions on grievances by employees, groups of employees or trade unions in terms of the procedures for staff</li> </ol>
Specific delegated authority:	None
Delegated Budgets:	None
Meeting Frequency:	As and when required.
Public and Press access to meeting:	Yes, with the exception of exempt items. <b>NB</b> Given the nature of the Panel it is anticipated that all items will be of an exempt and therefore any public in attendance will be excluded.
Council Officers advising the Committee:	Town Clerk and all senior Managers of the Council

Committee Name:	<b>Appeals Panel</b>
Reports to:	Council
Membership:	5 Members (quorum = 3)
Chair & Vice Chair:	
Responsibilities:	<ol style="list-style-type: none"> <li>1. To hear and determine all matters of appeal in connection with the comments and complaints policy.</li> <li>2. To hear and determine all matters of appeal in connection with Freedom of Information requests</li> </ol>
Specific delegated authority:	Within above responsibilities
Delegated Budgets:	None
Meeting Frequency:	As and when required.
Public and Press access to meeting:	Yes, with the exception of exempt items. <b>NB</b> Given the nature of the Panel it is anticipated that all items will be of an exempt and therefore any public in attendance will be excluded.
Council Officers advising the Committee:	Town Clerk and all senior Managers of the Council

Committee Name:	<b>Town Clerks Appraisal Panel</b>
Reports to:	Council
Membership:	5 Members (quorum = 3)
Chair & Vice Chair:	
Responsibilities:	To carry out the Town Clerks annual appraisal in line with the Councils Appraisal Policy
Specific delegated authority:	None
Delegated Budgets:	None
Meeting Frequency:	As and when required.

Public and Press access to meeting:	No
Council Officers advising the Committee:	Town Clerk and all senior Managers of the Council



# 2026/27 Council Meetings

Council Meetings are held on the first and third Monday of each month, with exception to May and August when only 1 meeting is held on the third Monday due to recess.

2026	
June	1 <sup>st</sup> & 15 <sup>th</sup>
July	6 <sup>th</sup> & 20 <sup>th</sup>
August (Recess – Only 1 meeting)	17 <sup>th</sup>
September	7 <sup>th</sup> & 21 <sup>st</sup>
October	5 <sup>th</sup> & 19 <sup>th</sup>
November	2 <sup>nd</sup> & 16 <sup>th</sup>
December	7 <sup>th</sup> & 21 <sup>st</sup>
2027	
January	18 <sup>th</sup>
February	1 <sup>st</sup> & 15 <sup>th</sup>
March	1 <sup>st</sup> & 15 <sup>th</sup>
April	5 <sup>th</sup> & 19 <sup>th</sup>
May (Annual Meeting)	17 <sup>th</sup>



**Report to:** Peterlee Town Council

**Date of Meeting:** 18<sup>th</sup> May 2026

**Subject:** **Appointment of Members to Committees and Panels**

**Report of:** Chief Officer/Town Clerk

**Report Purpose:** Members are required to make appointments to Committees and Panels, as agreed at Item No 7, in accordance with Standing Orders 5j.

**Background:** At its meeting held on 7<sup>th</sup> April 2025, Council agreed to adopt the principle of political proportionality when appointing Members to Committees and Panels, notwithstanding that the statutory political proportionality rules contained in the Local Government and Housing Act 1989 do not apply to parish and town councils. This approach was adopted to support fairness and transparency in the appointment process.

**Detail** Following the Annual Council Meeting and the agreement of the Council's committee structure under the preceding item, Members are required to appoint Councillors to the relevant Committees and Panels for the forthcoming municipal year.

Nominations should be sought from the political groups and independent Members, having regard to the principle of political proportionality where practicable.

Appointments are to be made to the following:

Human Resources Committee, 5 Members  
Health & Safety Committee, 5 Members  
Events Committee, 15 Members  
Governance & Performance Committee, 6 Members  
Disciplinary & Grievance Panel, 5 Members  
Appeals Panel, 5 Members  
Town Clerk's Appraisal Panel, 5 Members

**Recommended:** That appointments be made to Committees and Panels for the 2026/27 municipal year.

## Appendix 1: Implications

**Finance** No direct implications.

**Staffing** No direct implications

**Risk** Ensuring appointments are made at Annual Council supports effective governance and continuity of decision-making.

**Equality and Diversity, Cohesion and Integration** No direct implications

**Crime and Disorder** No direct implications

**Consultation & Communication** No wider consultation required

**Procurement** No direct implications

**Legal** The Council is required to appoint Members to its Committees and Panels in accordance with its Standing Orders. Political proportionality requirements under the Local Government and Housing Act 1989 do not apply to parish and town councils, but the Council may choose to apply the principle as a matter of local practice.



## 2026 Appointment of Members to Committees and Panels Nomination Form

Group Leaders are requested to provide nominations to the following committees and panels. Seats have been allocated in accordance with political proportionality as set out in the tables below.

### **NB 5 seat committees / Panels:**

Labour and Reform UK are allocated a seat on 2 of the 5 seat Committees/Panels

The Independent Member is allocated a seat on 1 of the 5 seat Committees/Panels

### **Events Committee, 15 Members**

(Meets monthly or as and when required)

<b>Party Group Description</b>	<b>Nominated Member</b>	<b>Chair / Vice-Chair</b>
Independent SUPY	Karen Hawley	
Independent SUPY	Louise Sanders	
Independent SUPY	Diane Howarth	
Independent SUPY	Emily Sanders	
Independent SUPY	David Hawley	
Independent SUPY	Helen Pygall	
Independent SUPY	Dennis Burrell	
Independent SUPY	Sheila Simpson	
North East Party		
North East Party		
North East Party		
North East Party		
Independent		
Labour		
Reform UK		

**Governance & Performance Committee, 6 Members**

(Meets quarterly or as and when required.)

Party Group Description	Nominated Member	Chair / Vice-Chair
Independent SUPY	Rob Moore	
Independent SUPY	Irene Pygall	
Independent SUPY	Pauline Brown	
North East Party		
Labour		
Reform UK		

**Human Resources Committee, 5 Members (Meets as and when required)**

Party Group Description	Nominated Member	Chair / Vice-Chair
Independent SUPY	Diane Howarth	
Independent SUPY	Pauline Brown	
Independent SUPY	Irene Pygall	
North East Party		
Independent/ Lab / Reform UK		

**Health & Safety Committee, 5 Members (Meets as and when required)**

Party Group Description	Nominated Member	Chair / Vice-Chair
Independent SUPY	Louise Sanders	
Independent SUPY	Irene Pygall	
Independent SUPY	Pauline Brown	
North East Party		
Independent/ Lab / Reform UK		

**Disciplinary & Grievance Panel, 5 Members (Meets as and when required)****NB** Members on this Committee cannot sit on the **Appeals Panel**.

Party Group Description	Nominated Member	Chair / Vice-Chair
Independent SUPY	Sheila Simpson	
Independent SUPY	David Hawley	
Independent SUPY	Dennis Burrell	
North East Party		
Independent/ Lab / Reform UK		

**Appeals Panel, 5 Members** (Meets as and when required)

**NB** Members on this Panel cannot sit on the **Disciplinary & Grievance Panel**

<b>Party Group Description</b>	<b>Nominated Member</b>	<b>Chair / Vice-Chair</b>
Independent SUPY	Helen Pygall	
Independent SUPY	Diane Howarth	
Independent SUPY	Karen Hawley	
North East Party		
Independent/ Lab / Reform UK		

**Town Clerk's Appraisal Panel, 5 Members** (Meets as and when required)

<b>Party Group Description</b>	<b>Nominated Member</b>	<b>Chair / Vice-Chair</b>
Independent SUPY	Rob Moore	
Independent SUPY	Sheila Simpson	
Independent SUPY	Dennis Burrell	
North East Party		
Independent/ Lab / Reform UK		



**Report to:** Peterlee Town Council

**Date of Meeting:** 18<sup>th</sup> May 2026

**Subject:** **Appointment of Authorised Signatories**

**Report of:** Chief Officer/Town Clerk

**Report Purpose:** To appoint five members as authorised signatories to approve payments.

**Background:** In accordance with Financial Regulation 6.10 a panel of 5 members should be designated as authorised signatories. Two members of the panel should review and authorise a schedule on a monthly basis.

Council is therefore requested to appoint 5 members as authorised signatories. These signatories will be subject to a background check and need to have a .gov.uk email address.

**Recommended:** That 5 members be appointed as authorised signatories.

**Appendix 1: Implications**

<b>Finance:</b>	No direct implications.
<b>Staffing:</b>	No direct implications
<b>Risk:</b>	No direct implications
<b>Equality and Diversity, Cohesion and Integration:</b>	No direct implications
<b>Crime and Disorder:</b>	No direct implications
<b>Consultation &amp; Communication:</b>	No wider consultation required
<b>Procurement:</b>	No direct implications
<b>Legal:</b>	No direct implications

<b>Report to:</b>	Peterlee Town Council
<b>Date of Meeting:</b>	18 <sup>th</sup> May 2026
<b>Subject:</b>	<b>General Power of Competence</b>
<b>Report of:</b>	Chief Officer/Town Clerk
<b>Report Purpose:</b>	To consider and confirm the Council's continued eligibility to use the General Power of Competence.
<b>Background:</b>	<p>The General Power of Competence, introduced by the Localism Act 2011, gives eligible local councils the power to do anything that an individual generally may do, provided that such action is not otherwise prohibited by legislation. It enables councils to act innovatively and more flexibly for the benefit of their communities without the need to identify a specific statutory power for every action undertaken.</p> <p>The power is intended to be a power of first resort rather than last resort. In practical terms, if an individual could lawfully undertake an activity, then an eligible council will usually also be able to do so unless specifically prevented by another enactment.</p> <p>Town and parish councils qualify for the General Power of Competence if they satisfy the prescribed conditions contained within the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012. There are two qualifying conditions:</p> <p>Firstly, at least two thirds of the total number of councillors must have been elected at the last ordinary election or at subsequent by-elections.</p> <p>Secondly, the Clerk must hold an approved sector-specific qualification together with the required training standard.</p>
<b>Detail</b>	<p>The Council is required to consider eligibility at the first Annual Meeting of the Council following ordinary elections and thereafter confirm continued eligibility at each relevant Annual Meeting.</p> <p>I can confirm that Peterlee Town Council continues to satisfy both qualifying conditions.</p> <p>All councillors were elected at the most recent ordinary elections, thereby satisfying the elected member requirement.</p> <p>In addition, the Chief Officer / Town Clerk holds the Certificate in Local Council Administration (CiLCA), which is the recognised qualifying professional standard for this purpose.</p>

Accordingly, the Council remains eligible to continue using the General Power of Competence for the municipal year 2026/27.

Retaining the General Power of Competence provides the Council with greater flexibility in service delivery, partnership working, commercial opportunities where lawful, asset management, community initiatives and responding to local needs in an efficient and innovative manner.

Continuation of the power strengthens the Council's ability to act proactively in the interests of residents and the wider town.

**Recommended:** That the Council resolves to confirm that Peterlee Town Council meets the eligibility criteria and will continue to exercise the General Power of Competence

**Appendix 1: Implications**

<b>Finance:</b>	No direct implications.
<b>Staffing:</b>	No direct implications
<b>Risk:</b>	Failure to renew the resolution could unnecessarily restrict the Council's operational flexibility.
<b>Equality and Diversity, Cohesion and Integration:</b>	No direct implications
<b>Crime and Disorder:</b>	No direct implications
<b>Consultation &amp; Communication:</b>	No wider consultation required
<b>Procurement:</b>	No direct implications
<b>Legal:</b>	The report relates to powers available under the Localism Act 2011 and associated regulations. Continued eligibility should be confirmed by formal resolution of Full Council.



**Report to:** Peterlee Town Council

**Date of Meeting:** 18<sup>th</sup> May 2026

**Subject:** **Review and Adoption of Policies and Procedures**

**Report of:** Chief Officer/Town Clerk

**Report Purpose:** To review and adoption of certain policies and procedures in line with Standing Orders.

**Background:** In accordance with Standing Order 5j the Council must review and adopt the following policies and procedures at its Annual Meeting: -

- a. Standing Orders
- b. Financial Regulations
- c. Scheme of Delegation
- d. Complaints Procedure
- e. Procedures for Handling Requests made under the Freedom of Information and Data Protection Legislation
- f. Recruitment and Selection Policy

These reviews form part of the Council's overall governance framework and help ensure continued compliance with legislative and operational requirements.

**Detail:** The relevant documents have been circulated for Member consideration.

The reviewed Standing Orders dated April 2026 includes a number of amendments following review by the Town Clerk and in line with updated sector practice.

The principal amendments to the Standing Orders include:

- The inclusion of provision for the appointment of substitute members to committees where an ordinary member has notified the Proper Officer in advance that they are unable to attend.
- Amendment to public participation speaking limits to provide that members of the public shall not speak for more than five minutes unless directed otherwise by the Chair. The item itself is still fifteen minutes.
- Addition of provisions relating to the use of council-approved communication systems and official council email accounts for Council business.

The reviewed Standing Orders remain based upon the latest National Association of Local Councils model Standing Orders.

The Recruitment and Selection Policy has also been updated to reflect organisational and legislative changes. The amendments include:

- Reference to the “Corporate Services Manager” being updated to “Resources Manager”.
- Removal of named contacts throughout the document and replacement with job titles to ensure the policy remains current and operationally flexible.
- Addition of reference to the Workers Protection Act 2023 within the section relating to ensuring fair and legal recruitment.
- Update from 8 Protected Characteristics to 9 Protected Characteristics in line with the Equality Act framework and current best practice.
- Addition of an extra line within the Right to Work Checks section clarifying the checking and verification process to ensure compliance with Home Office guidance.

No amendments have been made to the Financial Regulations, Scheme of Delegation, Complaints Procedure, or Procedures for Handling Requests made under Freedom of Information and Data Protection Legislation since their previous approval by Council.

It is intended for the Governance and Performance Committee to continue to review all the Council’s policies in detail. A schedule showing all Council policies is attached at Appendix 2.

It is therefore suggested that the above policies be adopted by Council.

**Recommended:** That the above policies be approved.

**Appendix 1: Implications**

<b>Finance</b>	No direct implications
<b>Staffing</b>	No direct implications
<b>Risk</b>	No direct implications
<b>Equality and Diversity, Cohesion and Integration</b>	Supports continued compliance with equality and employment legislation
<b>Crime and Disorder</b>	No direct implications
<b>Consultation &amp; Communication</b>	No wider consultation required
<b>Procurement</b>	No direct implications
<b>Legal</b>	Supports compliance with current legislative and governance requirements.



# Schedule of Council Policies 2026

1. Artificial Intelligence (AI) Policy
2. Abusive, Unreasonable & Vexatious Complaints Policy
3. AED Policy
4. Annual Leave Policy
5. Appeals Hearing Policy
6. Asset & Investment Policy
7. Asset Management Plan
8. Attendance Management
9. CCTV Policy
10. Code of Conduct
11. Complaints Procedure
12. Council Standing Orders Policy
13. Councillor Email & Device Policy
14. Data Protection Policy
15. Disciplinary Policy
16. Dismissal Policy
17. Document Retention and Disposal Policy
18. Drug Alcohol and Substance Misuse Policy
19. Equality & Diversity Policy
20. Expense Policy
21. Eyecare Policy
22. Financial Regulations
23. Flexible Working Policy
24. Grant Fund Policy
25. Grievance Policy
26. Headstone Inspection Policy
27. Health & Safety Policy
28. Home Working Policy
29. Information Security Policy
30. IT Policy
31. Learning & Development Policy
32. Leisure Gardens Policy
33. Lone Working Policy
34. Maternity, Paternity, Adoption & Surrogacy Policy
35. Menopause & Andropause in the Workforce Policy
36. Mental Wellbeing in the Workplace
37. Mobile Device Policy
38. Mutual Respect & Dignity at Work Policy
39. No Smoking Policy
40. Outdoor Events Policy
41. Pandemic Response Policy
42. Pensions, Retirement & Flexible Retirement Policy
43. Performance Appraisal Policy
44. PPE Policy
45. Probationary Period Policy
46. Recruitment Policy
47. Redundancy Policy
48. Resignation Policy
49. Risk Management Policy
50. Safeguarding Policy
51. Scheme of delegation Policy
52. Sexual Harassment Policy
53. Shared Parental Leave Policy
54. Special Leave Policy
55. Support for public duties Policy
56. Toil Policy
57. Use of Reserves Policy
58. Volunteering Policy
59. Whistle Blowing Policy
60. Working in the Sun Policy



# PETERLEE TOWN COUNCIL

# STANDING ORDERS

## Explanatory Note

These 'Standing Orders' set out how the Council regulates its business and proceedings. Our Standing Orders have been adopted from the National Associated of Local Councils model standing orders and this latest

Town Clerk

Reviewed April 2026

# PETERLEE TOWN COUNCIL

## STANDING ORDERS

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## 1. LIST OF AMENDMENTS

These Standing Orders are based on the new Model Standing Orders issued by NALC in April 2025 and review by the Town Clerk April 2026.

The following amendments have been made to reflect the new Model.

Section	Amendments
	Gender neutral terms used
4 d (v)	may appoint and determine the terms of office of substitute members to a committee whose role is to replace ordinary members at a meeting of a committee where the ordinary member has notified the Proper Officer in advance (before the agenda has gone out) that they are unable to attend.
3 g	a member of the public shall not speak for more than 5 minutes unless directed by the Chair of the meeting
25 b	Councillors shall use council-approved communication systems and official council email accounts where provided when conducting Council business, unless otherwise authorised by the Proper Officer.
	Various other amendments have been made within the model which do not alter the meaning of the Standing Orders.

## 2. RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair.
- h A councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.

- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.
- k One or more amendments may be discussed together if the chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:
  - i. to speak on an amendment moved by another councillor;
  - ii. to move or speak on another amendment if the motion has been amended since they last spoke;
  - iii. to make a point of order;
  - iv. to give a personal explanation; or
  - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which they consider has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.
- q A point of order shall be decided by the chair of the meeting and their decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
  - i. to amend the motion;
  - ii. to proceed to the next business;
  - iii. to adjourn the debate;
  - iv. to put the motion to a vote;
  - v. to ask a person to be no longer heard or to leave the meeting;
  - vi. to refer a motion to a committee or sub-committee for consideration;
  - vii. to exclude the public and press;
  - viii. to adjourn the meeting; or
  - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chair of the meeting

shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.

- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed five minutes without the consent of the chair of the meeting.

### 3. DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

### 4. MEETINGS GENERALLY

Full Council meetings	<b>FC</b>
Committee meetings	<b>C</b>
Sub-committee meetings	<b>SC</b>

- FC** a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- FC** b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- C** c **The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting.**
- FC** d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chair

of the meeting.

- g Subject to standing order 3(f), a member of the public shall not speak for more than 5 minutes unless directed by the chair of the meeting.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.
- i A person shall raise their hand when requesting to speak and may sit or stand when speaking.
- j A person who speaks at a meeting shall direct their comments to the chair of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.
- FC** **C** l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- FC** **C** m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- FC** **C** n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- FC** o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council (if there is one).**
- FC** p **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- FC** **C** **SC** q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- FC** **C** **SC** r **The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote.**  
*See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.*

**FC** s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.

t The minutes of a meeting shall include an accurate record of the following:

- i. the time and place of the meeting;
- ii. the names of councillors who are present and the names of councillors who are absent;
- iii. interests that have been declared by councillors and non-councillors with voting rights;
- iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
- v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- vi. if there was a public participation session; and
- vii. the resolutions made.

**FC** u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.**

**FC** v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**  
*See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.*

**FC** w **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

x A meeting shall not exceed a period of 2 ½ hours.

## **5. COMMITTEES AND SUB-COMMITTEES**

- a Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
  - i. shall determine their terms of reference;
  - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
  - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
  - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
  - v. may appoint and determine the terms of office of substitute members to a committee whose role is to replace ordinary members at a meeting of a committee where the ordinary member has notified the Proper Officer in advance (before the agenda has gone out) that they are unable to attend;
  - vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;
  - vii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;
  - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
  - ix. shall determine if the public may participate at a meeting of a committee;
  - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
  - xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
  - xii. may dissolve a committee or a sub-committee.

## **6. ORDINARY COUNCIL MEETINGS**

- a In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**

- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.**
- f **The Chair of the Council, unless they have resigned or becomes disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chair of the Council, if there is one, unless they resign or become disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.**
- j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:
  - i. **In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;**
  - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
  - iii. Receipt of the minutes of the last meeting of a committee;
  - iv. Consideration of the recommendations made by a committee;
  - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
  - vi. Review of the terms of reference for committees;
  - vii. Appointment of members to existing committees;
  - viii. Appointment of any new committees in accordance with standing order 4;
  - ix. Review and adoption of appropriate standing orders and financial regulations;
  - x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
  - xi. Review of representation on or work with external bodies and arrangements for reporting back;
  - xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;

- xiii. Review of inventory of land and other assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv. Review of the Council's and/or staff subscriptions to other bodies;
- xvi. Review of the Council's complaints procedure;
- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (see *also standing orders 11, 20 and 21*);
- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

## **7. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES**

- a **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chair of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d If the chair of a committee [or a sub-committee] does not call an extraordinary meeting within 7 days of having been requested to do so by 2 members of the committee [or the sub-committee], any 2 members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-committee].

## **8. PREVIOUS RESOLUTIONS**

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 2 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

## **9. VOTING ON APPOINTMENTS**

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off

the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting.

**10. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER**

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 7 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 4 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

**11. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE**

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
  - i. to correct an inaccuracy in the draft minutes of a meeting;
  - ii. to move to a vote;
  - iii. to defer consideration of a motion;
  - iv. to refer a motion to a particular committee or sub-committee;
  - v. to appoint a person to preside at a meeting;
  - vi. to change the order of business on the agenda;
  - vii. to proceed to the next business on the agenda;
  - viii. to require a written report;

- ix. to appoint a committee or sub-committee and their members;
- x. to extend the time limits for speaking;
- xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- xii. to not hear further from a councillor or a member of the public;
- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

## 12. MANAGEMENT OF INFORMATION

*See also standing order 20.*

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

## 13. DRAFT MINUTES

Full Council meetings	FC
Committee meetings	C
Sub-committee meetings	SC

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.

- d If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chair of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but this view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

- FC** e **If the Council’s gross annual income or expenditure (whichever is higher)**  
**C** **does not exceed £25,000, it shall publish draft minutes on a website which is**  
**SC** **publicly accessible and free of charge not later than one month after the**  
**meeting has taken place.**
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

#### 14. **CODE OF CONDUCT AND DISPENSATIONS**

*See also standing order 3(u).*

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.
- c Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so required by the Council’s code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or committee or sub-committee for which the dispensation is required] and that decision is final.
- f A dispensation request shall confirm:
- i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
  - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
  - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
  - iv. an explanation as to why the dispensation is sought.

- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered [at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required.
- h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
  - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
  - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
  - iii. **it is otherwise appropriate to grant a dispensation.**

## 15. **CODE OF CONDUCT COMPLAINTS**

- a **Upon notification by Durham County Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.**

## 16. **PROPER OFFICER**

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
  - i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
    - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
    - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

*See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;*
  - ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 6 days before the meeting confirming their withdrawal of it;
  - iii. convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;
  - iv. **facilitate inspection of the minute book by local government electors;**
  - v. **receive and retain copies of byelaws made by other local authorities;**
  - vi. hold acceptance of office forms from councillors;

- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;  
(see also standing order 23);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to all members for information and comment and refer to the next ordinary meeting of [the Council] OR [( ) committee];
- xvi. manage access to information about the Council via the publication scheme;  
and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect. (see also standing order 23).
- xviii. Act or undertake activity or responsibilities instructed by resolution or contained in Standing Order.
- xix. Act with delegated authority as indicated in the Council's Scheme of Delegation.

## 17. RESPONSIBLE FINANCIAL OFFICER

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

## 18. ACCOUNTS AND ACCOUNTING STATEMENTS

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's Financial Regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
  - i. the Council's receipts and payments (or income and expenditure) for each quarter;
  - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
  - iii. the balances held at the end of the quarter being reported and

which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
  - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
  - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

## 19. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
  - i. the keeping of accounting records and systems of internal controls;
  - ii. the assessment and management of financial risks faced by the Council;
  - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
  - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
  - v. whether contracts with an estimated value below £50,000 due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
  - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
  - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;

- iii. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
  - iv. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
  - v. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- d. The Council shall, at its discretion, reject any tender that does not meet the requirements expressed in the tender documents, or which is submitted after the deadline date. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender. The council shall always reserve the right to cancel a tender process without awarding a contract.
- e. **Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

## 20. HANDLING STAFF MATTERS

- a. A matter personal to a member of staff that is being considered by a meeting of Council, Committee or Sub-Committee is subject to standing order 11.
- b. Subject to the Council's policy regarding absences from work, the Town Clerk shall notify the Resources Manager, or in their absence another senior manager, of absence occasioned by illness or other reason and that person shall report such absence to Management Team and, if appropriate the Chair of Council. Long term absence shall be reported at the next Council meeting.
- c. The Town Clerk's Appraisal Panel conduct an annual review of the performance and annual appraisal of the work of the Town Clerk.
- d. Grievances will be handled in accordance with the Council's Grievance Policy. The Chair of Human Resources may be advised of a grievance, if appropriate.
- e. Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- f. In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

## 21. RESPONSIBILITIES TO PROVIDE INFORMATION

*See also standing order 21.*

- a. **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b. **The Council, shall publish information in accordance with the requirements of**

**the Local Government (Transparency Requirements) (England) Regulations 2015.**

**22. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

(Below is not an exclusive list).

*See also standing order 11.*

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

**23. RELATIONS WITH THE PRESS/MEDIA**

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

**24. EXECUTION AND SEALING OF LEGAL DEEDS**

*See also standing orders 15(b)(xii) and (xvii).*

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **Subject to standing order 23(a), any two councillors (usually the Mayor and another councillor) may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

**25. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS**

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the councillors of Durham County Council representing the divisions within the Council's area.
- b Unless the Council determines otherwise, a copy of each letter sent to Durham County Council shall be sent to the County Councillors representing the area of the Council.

**26. RESTRICTIONS ON COUNCILLOR ACTIVITIES**

- a. Unless duly authorised no councillor shall:
  - i. inspect any land and/or premises which the Council has a right or duty to inspect;  
or
  - ii. issue orders, instructions or directions.
- b. Councillors shall use council-approved communication systems and official council email accounts where provided when conducting Council business, unless otherwise authorised by the Proper Officer.

## 27. **STANDING ORDERS GENERALLY**

- a. All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b. A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 11 councillors to be given to the Proper Officer in accordance with standing order 9.
- c. The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d. The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.





# PETERLEE TOWN COUNCIL FINANCIAL REGULATIONS

## ABSTRACT

These 'Financial Regulations' compliment the Council's Standing Orders and set out the way that the Council conducts its financial affairs. Our Financial Regulations have been adopted from the National Association of Local Councils model financial regulations and this version was reviewed March 2026.

Ian Hall, Chief Officer & Town Clerk  
Responsible Financial Officer

Reviewed March 2026

**PETERLEE TOWN COUNCIL  
FINANCIAL REGULATIONS**

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These Financial Regulations were adopted by the Council at its meeting held on [enter date].

## 1. General

- 1.1. These Financial Regulations govern the financial management of the Council and may only be amended or varied by resolution of the Council. They are one of the Council's governing documents and shall be observed in conjunction with the Council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of Councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
  - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
  - "Approve" refers to an online action, allowing an electronic transaction to take place.
  - "Authorise" refers to a decision by the Council, or a committee or an officer, to allow something to happen.
  - 'Proper practices' means those set out in *The Practitioners' Guide*
  - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Town Clerks in Wales.
  - 'Must' and **bold text** refer to a statutory obligation the Council cannot change.
  - 'Shall' refers to a non-statutory instruction by the Council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the Council. The Town Clerk has been appointed as RFO and these regulations apply accordingly. The RFO;
  - acts under the policy direction of the Council;
  - administers the Council's financial affairs in accordance with all Acts, Regulations and proper practices;
  - determines on behalf of the Council its accounting records and control systems;
  - ensures the accounting control systems are observed;
  - ensures the accounting records are kept up to date;
  - seeks economy, efficiency and effectiveness in the use of Council resources; and
  - produces financial management information as required by the Council.
- 1.6. **The Council must not delegate any decision regarding:**
  - **setting the final budget or the precept (council tax requirement);**
  - **the outcome of a review of the effectiveness of its internal controls**
  - **approving accounting statements;**

- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the Council shall:

- determine and regularly review the bank mandate for all Council bank accounts;
- authorise any grant or single commitment in excess of [£5,000]; and

## **2. Risk management and internal control**

2.1. **The Council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**

2.2. The Town Clerk shall prepare, for approval by the Council, a risk management policy covering all activities of the Council. This policy and consequential risk management arrangements shall be reviewed by the Council at least annually.

2.3. When considering any new activity, the Town Clerk shall prepare a draft risk assessment including risk management proposals for consideration by the Council.

2.4. **At least once a year, the Council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**

2.5. **The accounting control systems determined by the RFO must include measures to:**

- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records;**
- **identify the duties of officers dealing with transactions and**
- **ensure division of responsibilities.**

2.6. At least once in each quarter, and at each financial year end, a member other than a cheque signatory shall be appointed to verify bank reconciliations for all accounts produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the Resources Committee.

2.7. Regular back-up copies shall be made of the records on any Council computer and stored either online or in a separate location from the computer. The Council shall put measures in place to ensure that the ability to access any Council computer is not lost if an employee leaves or is incapacitated for any reason.

## **3. Accounts and audit**

3.1. All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.

- 3.2. **The accounting records determined by the RFO must be sufficient to explain the Council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**
- **day-to-day entries of all sums of money received and expended by the Council and the matters to which they relate;**
  - **a record of the assets and liabilities of the Council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the Council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the Council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The Council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the Council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the Council, supply the RFO, internal auditor, or external auditor with such information and explanation as the Council considers necessary.
- 3.7. The internal auditor shall be appointed by the Council and shall carry out their work to evaluate the effectiveness of the Council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The Council shall ensure that the internal auditor:
- is competent and independent of the financial operations of the Council;
  - reports to Council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
  - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
  - has no involvement in the management or control of the Council
- 3.9. Internal or external auditors may not under any circumstances:
- perform any operational duties for the Council;
  - initiate or approve accounting transactions;
  - provide financial, legal or other advice including in relation to any future transactions; or
  - direct the activities of any Council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

- 3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.
- 3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.
- 3.12. The RFO shall, without undue delay, bring to the attention of all Councillors any correspondence or report from internal or external auditors.

#### **4. Budget and precept**

- 4.1. **Before setting a precept, the Council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**
- 4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the Resources Committee at least annually as part of the budget setting process.
- 4.3. No later than the end of January each year, the RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year taking account of the lifespan of assets and cost implications of repair or replacement.
- 4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward by placing them in an earmarked reserve with the formal approval of the full Council.
- 4.5. Having considered the proposed budget forecast, the Council shall determine its council tax requirement by setting a budget. The Council shall set a precept for this amount no later than the end of January for the ensuing financial year.
- 4.6. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.7. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.8. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.9. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the Council.

#### **5. Procurement**

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with these the Council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the Council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed £50,000 excluding VAT, the Town Clerk shall make arrangements to seek formal tenders from at least three suppliers OR advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation.
- 5.7. **For contracts estimated to be over £25,000 excluding VAT, the Council must comply with any requirements of the Legislation<sup>1</sup> regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**
- 5.8. For contracts greater than £3,000 excluding VAT the Town Clerk shall seek at least 3 fixed-price quotes;
- 5.9. where the value is between £500 and £3,000 excluding VAT, the Town Clerk shall try to obtain 3 estimates, which may include evidence of online prices, or recent prices from regular suppliers.
- 5.10. For smaller purchases, the Town Clerk shall seek to achieve value for money.
- 5.11. **Contracts must not be split into smaller lots to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
  - i. specialist services, such as legal professionals acting in disputes;
  - ii. repairs to, or parts for, existing machinery or equipment;

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<sup>1</sup> The Regulations require Councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

- iii. works, goods or services that constitute an extension of an existing contract;
- iv. goods or services that are only available from one supplier or are sold at a fixed price.

5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the Council, or relevant committee. Avoidance of competition is not a valid reason.

5.14. The Council shall not be obliged to accept the lowest or any tender, quote or estimate.

5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:

- the Town Clerk, under delegated authority, for any items below [£3,000] excluding VAT.
- the Town Clerk, in consultation with the Chair of the Council. or Chair of the appropriate committee, for any items from £3,000 to £6,000 excluding VAT.
- a duly delegated committee of the Council for all items of expenditure within their delegated budgets for items exceeding £6,000 excluding VAT.
- in respect of grants, a duly authorised committee within any limits set by Council and in accordance with any policy statement agreed by the Council.
- the Council for all items over £6,000;

Such authorisation must be supported by a minute in the case of Council or committee decisions or other auditable evidence trail.

5.16. No individual Member, or informal group of Members may issue an official order or make any contract on behalf of the Council.

5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the Council except in an emergency.

5.18. In cases of serious risk to the delivery of Council services or to public safety on Council premises, the Town Clerk may authorise expenditure of up to £6,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Town Clerk shall report such action to the Chair as soon as possible and to the Council as soon as practicable thereafter.

5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the Council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.

5.20. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.

5.21. Any ordering system can be misused and access to them shall be controlled by the RFO.

## **6. Banking and payments**

- 6.1. The Council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the Council; banking arrangements shall not be delegated to a committee. The Council has resolved to bank with the Co-operative Bank. The arrangements shall be reviewed at least every 4 years for security and efficiency.
- 6.2. The Council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the Council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the Council before being certified by budget holders. Where the certification of invoices is done as a batch, this shall include a statement by the RFO that all invoices listed have been 'examined, verified and certified' by budget holders.
- 6.4. Personal payments, including salaries, wages, expenses and any payment made in relation to the termination of employment, may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by online banking or cheque, in accordance with appropriate authorisation, unless a different payment method has been agreed.
- 6.6. For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items, which the Council may authorise in advance for the year.
- 6.7. A copy of this schedule of regular payments shall be signed by two members on each and every occasion when payment is made to reduce the risk of duplicate payments.
- 6.8. A list of such payments shall be emailed to all Councillors for information.
- 6.9. The Town Clerk shall have delegated authority to authorise payments in the following circumstances:
- i. {any payments of up to £3,000 excluding VAT, within an agreed budget.
  - ii. payments of up to £6,000 excluding VAT in cases of serious risk to the delivery of Council services or to public safety on Council premises.

- iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the Council, where the Town Clerk / RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be emailed to all Councillors for information.
- iv. Fund transfers within the Councils banking arrangements up to the sum of £100,000, provided that a list of such payments shall be submitted to the next appropriate meeting of Resources Committee.

6.10. The RFO shall prepare a schedule of payments requiring authorisation, together with the relevant invoices. The schedule of payments will be emailed to all members for information. A panel of 5 members shall be designated as authorised signatories. Two members of the panel shall review the schedule for compliance and, having satisfied themselves, shall authorise payment by signing the schedule.

## **7. Electronic payments**

- 7.1. Where internet banking arrangements are made with any bank, the Finance Officer shall be appointed as the Service Administrator. The bank mandate agreed by the Council shall identify at least 5 Councillors who will be authorised to approve transactions on those accounts and a minimum of two Councillors will be involved in any online approval process. The Town Clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.
- 7.2. No employee or Councillor shall disclose any PIN or password, relevant to the Council or its banking, to anyone not authorised in writing by the Council or a duly delegated committee.
- 7.3. The Service Administrator shall set up all items due for payment online in the presence of a senior officer. A list of payments for approval, together with copies of the relevant invoices, shall be sent by email to all Councillors.
- 7.4. In the prolonged absence of the Service Administrator an officer shall be appointed by the Town Clerk to set up any payments due before the return of the Service Administrator.
- 7.5. Two Councillors who are authorised signatories shall check the payment details against the invoices before approving each payment.
- 7.6. Evidence shall be retained showing which members approved the payment online and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes.
- 7.7. A full list of all payments made in a month shall be provided to all Councillors by email for information.
- 7.8. With the approval of the Council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed by two authorised members.

The approval of the use of each variable direct debit shall be reviewed by the Council at least every two years.

- 7.9. Payment may be made by BACS or CHAPS where appropriate provided that the schedule of payments is approved by two duly authorised members, evidence is retained and details of payments are emailed to all members. The approval of the use of BACS or CHAPS shall be renewed by resolution of the Council at least every two years.
- 7.10. If thought appropriate by the Council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed by two members, evidence of this is retained and any payments are reported to Council when made. The approval of the use of a banker's standing order shall be reviewed by the Council at least every two years.
- 7.11. Account details for suppliers may only be changed upon written notification by the supplier verified by the Town Clerk and Finance Officer. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.
- 7.12. Members and officers shall ensure that any computer used for the Council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.13. Remembered password facilities {other than secure password stores requiring separate identity verification} should not be used on any computer used for Council banking.

## **8. Cheque payments**

- 8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by two authorised signatories.
- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.

## **9. Payment cards**

- 9.1. Any Debit Card issued for use will be specifically restricted to the Town Clerk and duly authorised officers and will also be restricted to a single transaction maximum value of £3,000 unless authorised by Council or appropriate committee in writing before any order is placed.
- 9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Council. Transactions and purchases made will be emailed to all Councillors on a monthly basis. Authority for topping-up shall be at the discretion of the Town Clerk.

9.3. Any corporate credit card or trade card account opened by the Council will be specifically restricted to use by the Town Clerk and duly authorised officers. Any balance shall be paid in full each month.

9.4. Personal credit or debit cards of members or staff shall not be used except under exceptional circumstances agreed by the Town Clerk. Receipts should be presented as proof of payment.

## **10. Petty Cash**

10.1. The RFO shall maintain a petty cash of £75 and may provide petty cash to officers for the purpose of defraying operational and other expenses.

- a) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.
- b) Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
- c) Payments to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval.}

## **11. Payment of salaries and allowances**

**11.1. As an employer, the Council must make arrangements to comply with the statutory requirements of PAYE legislation.**

**11.2. Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**

11.3. Salary rates shall be agreed by the Council. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the Council.

11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.

11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.

11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook.

11.7. Any termination payments shall be supported by a report to the Council, setting out a clear business case. Termination payments shall only be authorised by the full Council.

11.8. Before employing interim staff, the Council must consider a full business case.

## **12. Loans and investments**

- 12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full Council and recorded in the minutes. All borrowing shall be in the name of the Council, after obtaining any necessary approval.
- 12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State, such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year, must be authorised by the full Council, following a written report on the value for money of the proposed transaction.
- 12.3. The Council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the Council at least annually.
- 12.4. All investment of money under the control of the Council shall be in the name of the Council.
- 12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

## **13. Income**

- 13.1. The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.
- 13.2. The Council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Town Clerk. The Town Clerk shall be responsible for the collection of all amounts due to the Council.
- 13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the Council by Town Clerk and shall be written off in the year. The Council's approval shall be shown in the accounting records.
- 13.4. All sums received on behalf of the Council shall be deposited intact with the Council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 13.5. Personal cheques shall not be cashed out of money held on behalf of the Council.
- 13.6. The Town Clerk shall ensure that VAT is correctly recorded in the Council's accounting software and that any VAT Return required is submitted from the software by the due date.

13.7. The RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.

13.8. Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the Council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any Council meeting.

#### **14. Payments under contracts for building or other construction works**

14.1. Where contracts provide for payment by instalments the Town Clerk shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.

14.2. Any variation of, addition to or omission from a contract must be authorised by the Town Clerk to the contractor in writing, with the Council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

#### **15. Stores and equipment**

15.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.

15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

15.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

15.4. The Town Clerk shall be responsible for periodic checks of stocks and stores.

#### **16. Assets, properties and estates**

16.1. The Town Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the Council.

16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the Council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.

16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the Council, together with any other

consents required by law. In each case a written report shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the Council, together with any other consents required by law, except where the estimated value of any one item does not exceed £2,500. In each case a written report shall be provided to Council with a full business case.

## **17. Insurance**

- 17.1. The RFO shall keep a record of all insurances effected by the Council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the Council's review of risk management.
- 17.2. The Town Clerk shall give prompt notification to the Council's Insurers of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the Council at the next available meeting. The RFO shall negotiate all claims on the Council's insurers.
- 17.4. All appropriate members and employees of the Council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the Council.

## **18. Charities**

- 18.1. Where the Council is sole managing trustee of a charitable body the Town Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Town Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

## **19. Suspension and revision of Financial Regulations**

- 19.1. The Council shall review these Financial Regulations annually and following any change of Town Clerk or RFO. The Town Clerk shall monitor changes in legislation or proper practices and advise the Council of any need to amend these Financial Regulations.
- 19.2. The Council may, by resolution duly notified prior to the relevant meeting of Council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the Council to act unlawfully.

19.3. The Council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.



# Peterlee Town Council Scheme of Delegation

## EXPLANATORY NOTE

This scheme of delegation sets out how the Council delegates some of its powers and duties to the Town Clerk and other Officers within the Council. These delegations are necessary for the effective day-to-day running of the Council and to prevent every decision having to come to a Council meeting for agreement. This scheme of delegation will be reviewed by Council at least annually along with the review of the Council's Standing Orders and Financial Regulations.

Town Clerk

Version 3 (April 2026)

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## 2. LIST OF AMENDMENTS

Section	Amendments
Appendix 1	Updates to job titles following restructure and inclusion of bank signatories.

## 3. INTRODUCTION

- 3.1. The powers and duties set out in this scheme are delegated to the Town Clerk. The Town Clerk is the Council's Responsible Financial Officer and the Proper Officer and is responsible for the management of the organisation.
- 3.2. The Town Clerk may delegate these duties and powers to other Officers within the Council as per the Authorised Signatories list in Appendix 1, or as otherwise required following prior approval by Council or the relevant Committee.

## 4. EXTENT OF DELEGATION

- 4.1. All delegated functions shall be deemed to be exercised on behalf of and in the name of the Council.
- 4.2. The Town Clerk will exercise these powers in accordance with:
  - approved budgets
  - the Council's Standing Orders and Financial Regulations
  - the Council's Policy Framework and other adopted policies of the Council
  - all statutory common law and contractual requirements
- 4.3. The Town Clerk may do anything pursuant to the delegated power, or duty, which it would be lawful for the Council to do including anything reasonably implied or incidental to that power or duty.
- 4.4. Provided that such authorisation is not prohibited by statute the Town Clerk to whom a power, duty or function is delegated may authorise another Officer to exercise that power, duty or function, subject to:
  - such authorisations being in writing
  - only be given to an Officer below the delegating officer in the organisational structure
  - only being given where there is significant administrative convenience in doing so
  - the Officer authorised by the Town Clerk acting in the name of the Town Clerk
  - such authorisation not being prohibited by statute.

- 4.5. A delegation to a subordinate Officer shall not prevent the Town Clerk from exercising the same power or duty at the same time.

## 5. GENERAL MATTERS

- 5.1. The Town Clerk is authorised to:
- 5.2. Sign, or where appropriate, have sealed on behalf of the Town Council, any Orders, Deeds or Documents necessary to give effect to any of the matters contained in reports or in any resolution passed by the Town Council.
- 5.3. Take any proceedings or other steps as may be necessary to enforce and recover any debt owing or other obligation due to the Council.
- 5.4. Institute and appear in any legal proceedings authorised by the Council.
- 5.5. To appear or make representation to any tribunal or public inquiry into any matter in which the Council has an interest (in its own right or on behalf of the citizens of Peterlee).
- 5.6. Alter the date or time of a Council Committee, Working Group, Panel or Task Group meeting but, before doing so, shall consult the Mayor of the Council, or chairman of the Committee or Task Group concerned and the Leaders of all political groups on the Council about the need for the change and about convenient alternative dates and times.
- 5.7. Decide arrangements for the closure of the Council offices in the Christmas/New Year period, subject to consultation with the Chairman and a resolution of appropriate Committee.
- 5.8. Deal with day-to-day matters relating to the use of office accommodation space.
- 5.9. Negotiate and enter into contractual arrangements for artistes and promoters in relation to events held in Peterlee organised by the Town Council.
- 5.10. Manage all of the Council's services including:
- Shows and events
  - Parks & Cemeteries
  - Facilities Management including Shotton Hall and the Helford Road Pavilion
  - Services agreed under contract for other authorities and bodies
  - Websites and social media accounts relating to the council and council activities

- 5.11. In consultation where appropriate with the relevant Chairman, introduce, set and vary as necessary fees and charges for the delivery of Council services and for the issue of any license, registration, consent or approval.
- 5.12. To act as the Council's designated Officer for the purposes of the Freedom of Information Act 2000.
- 5.13. To apply for planning consent for the carrying out of development by the Council.
- 5.14. To respond to consultations on planning applications and licensing applications subject to the comments by the Planning Committee.
- 5.15. Under the Regulation of Investigatory Powers Act 2000 to authorise directed surveillance or the use of a human intelligence source.
- 5.16. To respond to complaints made under the Council's complaints procedure and to make such ex-gratia payments in settlement of such complaints as are considered justified, subject to ratification by an appropriate Committee.
- 5.17. To manage, monitor and review the Council's internal control procedures.
- 5.18. To manage, monitor and review the Council's Corporate Risk Management Strategy.

## 6. FINANCIAL MATTERS

- 6.1. The Town Clerk is authorised to:
- 6.2. Be the Responsible Financial Officer for the purposes of Section 151 of the Local Government Act 1972.
- 6.3. Operate the Council's banking arrangements including arranging overdrafts.
- 6.4. Incur expenditure up to a maximum of £3,000 on any item for which provision is made in the appropriate revenue budget provided that any action taken complies with any legislative provisions and the requirements of the Council's Constitution and Financial Regulations. The clerk may also incur expenditure more than £3,000 and up to £6,000 in consultation with the Chairman of the Council and/or Chair of Resources Committee, as per Financial Regulations.
- 6.5. Pay all accounts properly incurred.
- 6.6. Pay all subscriptions to organisations to which the Council belongs.
- 6.7. Make all necessary arrangements for the provision of an internal and external audit service for the Council.

- 6.8. Negotiate settlements in connection with claims made by and against the Council in consultation with the Council's insurers where appropriate.
- 6.9. Incur expenditure on revenue items within the approved estimates and budgets.
- 6.10. Incur expenditure on capital schemes within the Council's approved capital Programme.
- 6.11. Use the Repairs and Maintenance Budgets for the maintenance, replacement or repair of existing plant, vehicles or equipment.
- 6.12. Enter into leasing and contract hire agreements for the acquisition of vehicles machinery and equipment on such terms as are considered appropriate.
- 6.13. Accept quotations or tenders for work supplies or services (where tenders are required by the Council's Financial Regulations), subject to:
  - the cost not exceeding the approved estimate
  - the tender being the lowest price or the most economically advantageous to the Council according to the criteria set out in the tender documentation
  - all the requirements of the Council's Financial Regulations being complied with.
- 6.14. Carry out virement of sums between cost centres in accordance with the Council's Financial Regulations.
- 6.15. Manage investments and raise and repay loans as appropriate and obtain such other sources of credit as are required in accordance with the Financial Regulations.
- 6.16. Authorise action for the recovery of debts.
- 6.17. Write-off debts up to the level set by the Council.
- 6.18. Maintain a Register of Assets and Inventory of Equipment.
- 6.19. Determine the Town Council's insurance requirements on the Council's behalf.
- 6.20. Make all necessary arrangements for the Council's insurances.

## 7. STAFFING MATTERS

- 7.1. The Town Clerk is given delegated powers to manage the Council staff in accordance with the Council's policies, procedures and budget, including:

- 7.2 Appointments to posts including apprentices.
- 7.3. Employment of temporary employees.
- 7.4. Preparation of the job description and person specification, placing of the advertisement and short-listing of applicants.
- 7.5. Management of staff performance.
- 7.6. Control of discipline and performance, including the power of suspension and dismissal.
- 7.7. Exercise of disciplinary and grievance procedures in accordance with the Council's procedures.
- 7.8. Determine approved duties for the payment of travel and subsistence expenses to Members and Officers where they represent the Council outside of the Town Council area.
- 7.9. Approve or refuse applications for re-grading, remove any bars in salary scales and to authorise salary increments and accelerated increments.
- 7.10. Approve payment of overtime.
- 7.11. Agree minor variations to the condition of employment.
- 7.12. Implement and monitor the arrangements for annual leave, flexi time, sickness absence, maternity and paternity leave in accordance with the Council's policies.
- 7.13. Authorise training in line with the Council's policies.
- 7.14. Authorise the provision of uniforms or protective clothing.
- 7.15. Approve payment of claims from employees for compensation for loss of or damage to personal property.
- 7.16 .Negotiate and agree settlements on behalf of the Council in relation to any proceedings in the Employment Tribunal.
- 7.17. Agree to premature retirement on the grounds of duly certified ill health.
- 7.18. Terminate employment during probation and to review salary on completion of probationary periods.
- 7.19. Commission legal and professional advice on staffing matters.

## 8. PROPERTY MATTERS

- 8.1. The Town Clerk is given authority to manage the land and property of the Council including:
- 8.2. Agreeing the terms of any lease, licence, conveyance or transfer.
- 8.3. The granting or refusal of the Council's consent under the terms of any lease.
- 8.4. Variations of restrictive covenants of a routine nature.
- 8.5. The granting of easements, wayleaves and licences over Council land.
- 8.6. Initiating legal action or proceedings against unauthorised encampments or encroachments on Council land.
- 8.7. Directing the custody of Town Council property and documents in accordance with the provisions of Local Government Act 1972 S226.
- 8.8. Exercising responsibility for the safe custody and maintenance of the civic regalia.

## 9. URGENCY

- 9.1. The Town Clerk is authorised to act on behalf of the Council in cases of urgency or emergency.
- 9.2. Any such action is to be reported to the next meeting of the Council or relevant Committee or Working Group. The Chairman, the Leader of the Council (if appointed) and the Chairs of any relevant Committee or Working Group are to be consulted where possible before such action is taken.

## 10. EMERGENCY PLANNING

- 10.1. The Town Clerk is authorised to implement the Council's Emergency Plan and to incur any necessary expenditure in accordance with the Council's Standing Orders and Financial Regulations.
- 10.2. Any such action is to be reported to the next meeting of the Council or relevant Committee or Working Group. The Mayor, the Leader of the Council (if appointed) and the Chairman of any relevant Committee are to be consulted where possible before such action is taken.

## 11. PROCEDURAL

- 11.1. The Town Clerk can:
- 11.2. Authorise Officers to exercise statutory powers of entry and inspection for the purposes of any function under their control.
- 11.3. Serve requests for information as to ownership occupation and other interests in land for the purposes of any function under their control.
- 11.4. Appoint consultants and other professionals to carry out any function and provide any service under their control, subject to the Council's Constitution and Financial Regulations.

## 12. HEALTH AND SAFETY AT WORK ACT 1974

- 12.1. The Town Clerk is authorised to oversee the discharge of the Council's responsibilities under the Act.

## 13. LEGAL PROCEEDINGS

- 13.1. The Town Clerk is authorised to:
- 13.2. Take and discontinue legal proceedings in any Court or at any Tribunal.
- 13.3. Take Counsel's advice or instruct Counsel to represent the Council.
- 13.4. Seek injunctions and commence proceedings for the purposes of:
  - enforcement in accordance with the Council's policies
  - recovering money due to the Council
  - recovering or otherwise preserving possession of the Council's land or property
  - defending the interests of the Council
  - appealing against a decision affecting the interests of the Council and responding to appeals against action taken by the Council.
- 13.5. Represent the Council at Court or any Tribunal or to make arrangements for appropriate representation.
- 13.6. Negotiate and settle the terms of documents to give effect to a decision of the Council or any of the Committees or of any Officer acting under delegated powers.
- 13.7. Apply the affixing of the Common Seal of the Council to documents in accordance with Standing Orders.

13.8. Be the responsible Officer for the co-ordination and operation of the legal requirements under the Data Protection Act and the Freedom of Information Act.

13.9. Serve Requisitions for Information.

13.10. Prepare a draft budget for consideration by the Council.

13.11. Prepare the final accounts for each financial year.

**Date of Adoption**

This Scheme of delegation was reviewed and adopted by Council on 7<sup>th</sup> April 2025

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## APPENDIX 1: AUTHORISED OFFICERS SIGNATORY LIST

SIGNATORY	BANK	DEBIT CARD <sup>1</sup>	INVOICES <sup>2</sup>	PURCHASE ORDERS <sup>3</sup>	CONTRACTS <sup>4</sup>	TIMESHEETS <sup>5</sup>
<b>Chief Officer/Town Clerk</b>		X	X	X	X	X
<b>Resource Services Manager</b>	X	X	X	X	X	X
<b>Neighbourhood Services Manager</b>	X	X	X	X		X
<b>Pavilion Sports and Community Deputy/Duty Managers</b>	X	X	X	X		X
<b>Finance Officer</b>	X					
<b>Communications &amp; Marketing Officer</b> (as directed by Resource Services Manager)		X		X		
<b>Events Officer</b> (as directed by Resource Services Manager)		X		X		
<b>Maintenance &amp; Repairs Operative (SC4)</b> (as directed by a Senior Manager)		X				
<b>Neighbourhood Services Team Leaders (SC6)</b> (in Neighbourhood Services Manager's absence or as directed by Manager)		X		X		

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<sup>1</sup> Debit card usage is restricted to expenditure under £3,000 from an identified budget with sufficient funds and with express advance approval from relevant SMT budget holder or Town Clerk. See Appendix 2 for pro forma debit card authorisation sheet

<sup>2</sup> Invoices can only be authorised in accordance with the Council's Standing Orders and Financial Regulations

<sup>3</sup> Purchase Orders can only be authorised in accordance with the Council's Standing Orders and Financial Regulations

<sup>4</sup> Contracts can only be authorised in accordance with the Council's Standing Orders and Financial Regulations

<sup>5</sup> Counter-signing of timesheets is subject to the Council's policy i.e no subordinate or peers to counter-sign timesheets.

## APPENDIX 2: DEBIT CARD AUTHORISATION PROFORMA

# Peterlee Town Council

## Debit Card Authorisation Sheet

The use of the council's debit card by an Officer is only authorised on the following basis:

- That there is an identified budget for the cost incurred
  - That there are funds available in that budget to cover the cost incurred
  - That the purchase is under £500 in value (gross) – any expenditure greater than this must be approved by the Town Clerk or Deputy Town Clerk
- And that the purchase has express approval from the budget holder or Town Clerk prior to the card being used.

Part 1: Authorisation			
Name of Officer receiving Card:		Reason for purchase:	
Budget Code/Heading:		Cost Code/Heading:	
Name of Manager who has authorised purchase:		Anticipated spend: (£ amount)	
Is there funding available in the identified cost centre?			Yes / No

Part 2: Issue/Return			
Date issued:		Time Issued:	
Issued to: (sig)		Issued by: (sig)	
Date Returned:		Time Returned:	
Returned by: (sig)		Received by: (sig)	
Receipt received?			Yes / No



# Peterlee Town Council Complaints Procedure

Version 4

## SUMMARY

This complaints procedure has been adapted from the national model Town & Parish Council complaints procedure published by the Society of Local Council Clerks (SLCC). The model is based on the guidance on handling complaints produced by the Local Government Ombudsman. This document sets out how you may complain to the Council and how we shall go about resolving your complaint.

Town Clerk

# Complaints Procedure

First adopted April 2017, reviewed & approved by full Council May 2024

1. Peterlee Town Council is committed to providing a quality service for the benefit of the people who live or work in the Peterlee area or are visitors to the locality. If you are dissatisfied with the standard of service you have received from this council, or are unhappy about an action or lack of action by this council, this Complaints Procedure sets out how you may complain to the council and how we shall try to resolve your complaint.
2. This Complaints Procedure applies to complaints about council administration, procedures and services and may include complaints about how council employees have dealt with your concerns.
3. This Complaints Procedure does not apply to:
  - 3.1. complaints by one council employee against another council employee, or between a council employee and the council as employer. These matters are dealt with under the council's disciplinary and grievance procedures.
  - 3.2. complaints against councillors. Complaints against councillors are covered by the Code of Conduct for Members adopted by the Council in 2021 and if a complaint against a councillor is received by the Town council it will be referred to the Standards Committee of Durham County Council in line with this policy. Further information on the process of dealing with complaints against councillors may be obtained from the Monitoring Officer of Durham County Council here: <http://www.durham.gov.uk/ethicalstandards> or by contacting the Committee's Support Officer on 03000 269 703
4. The appropriate time for influencing Council decision-making is by raising your concerns before the Council debates and votes on a matter. You may do this by writing to the Council in advance of the meeting at which the item is to be discussed, or by contacting your local Town Council ward member. You can find out who your local ward members are via the Town Council's website here: <http://www.peterlee.gov.uk/councillors/>  
  
Town Council meeting agendas are published at least 3 days before all of our meetings here: <http://www.peterlee.gov.uk/agendas-minutes/>  
  
There may also be the opportunity to raise your concerns in the public participation section of Council meetings. This section usually occurs between 6.30pm – 6.45pm at full Council meetings.
5. If you are unhappy with a Council decision, you may raise your concerns with the Council, but [Standing Orders](#) prevent the Council from re-opening issues for six months from the date of the decision, unless there are exceptional grounds to consider this necessary and the special process set out in the Standing Orders is followed.

6. You may make your complaint about the council's procedures, services or administration to the Town Clerk. You may do this in person, by phone, or by writing to or emailing the Clerk:

The Town Clerk 0191 586 2491

[clerk@peterlee.gov.uk](mailto:clerk@peterlee.gov.uk)

Peterlee Town Council, Shotton Hall, Old Shotton, Peterlee SR8 2PH

7. Wherever possible, the Town Clerk will try to resolve your complaint immediately and without referring to the formal procedure. If this is not possible, the Clerk will normally try to acknowledge your complaint within five working days and will instigate the formal procedure.
8. If you do not wish to report your complaint to the Clerk, you may make your complaint directly to the Chairman of the Council who will liaise with the Clerk in resolving your complaint:  
  
Chairman of the Council, c/o Peterlee Town Council, Shotton Hall, Peterlee SR8 2PH  
(0191) 586 2491 [council@peterlee.gov.uk](mailto:council@peterlee.gov.uk)
9. If the formal procedure is invoked you will be asked to put your complaint in writing, either on paper or by email. You must submit your name, address and either a telephone or email address where you can be contacted. The Town Clerk will investigate your complaint, obtaining further information as necessary from you and/or from staff or members of the Council (as appropriate).
10. The Clerk will notify you within 20 working days of the outcome of your complaint of what action (if any) the Council proposes to take as a result of your complaint. (In exceptional cases the twenty working days timescale may have to be extended. If it is, you will be kept informed.)
11. If you are dissatisfied with the response to your complaint, you may ask for your complaint to be referred to the Appeals Committee of the Town Council. This referral will be made by the Clerk or Chairman of the Council at their discretion and the result of the referral will be reported to full Council. You will be notified in writing of the outcome of the review of your original complaint, usually within 8 weeks of the complaint, although this period may be extended in exceptional circumstances.
12. If the complaint is about the Town Clerk, the Chairman of the Council will manage the process for the complaint in conjunction with another suitable officer, most probably a Senior Officer from Durham County Council.
13. Some disputes may need to be handled outside of this complaints procedure, for instance where legal proceedings are involved or where a claim for compensation is made that we need to refer to our insurers. If this is the case the Town Clerk will seek legal advice before advising you of the process to be followed.



## Peterlee Town Council

### Guidance for submitting a Request for Access to Information (Published on PTC Website)

#### 1: What is Freedom of Information?

The [Freedom of Information Act 2000 \(FOI\)](#) came into force on 30 November 2000. FOI gives you the right of access to information held by Peterlee Town Council (the Council) although the Council may refuse access to the information if that information falls within any of the exemptions under the FOI. The exemptions protect against the disclosure of information that would, for example, harm commercial interests, information provided in confidence and personal information about individuals – particularly if it is sensitive personal information.

#### 2: What can I ask for?

Your right to ask for information only relates to information held by the Council at the time you make your request. 'Information' may be in any recorded form eg a paper document, computerised records, printouts, maps, plans, microfilm, microfiche, audio-visual material, etc.

FOI provides a right to 'information' rather than to records or documents. Although you are not required to specify any particular document, you must describe the information you are requesting in as much detail as possible. The Council publishes a wide range of information. You may first wish to check the [Council's Publication Scheme](#) to find out whether the information you are requesting has already been published or if there are plans to do so. A copy of the Scheme is available on the [Council's website](#).

#### 3: Do I need to give a reason to see information?

No. You do not have to give a reason as to why you want to see any information. The Council must give you an explanation if you are not given what you ask for.

#### 4: Can I ask for personal information about myself?

No. A request for personal information about yourself must be made under the [Data Protection Act 1998](#) and not FOI.

#### 5: Can I ask for personal information about a third party?

Yes. Personal Information relating to a third party will be dealt with under FOI. However, before you are given access to personal information relating to a third party, you may be asked to provide proof of the third party's consent to the disclosure.

#### 6: How do I make a request for information?

Requests/applications must be in legible form ie in writing and capable of being used for subsequent reference. Try to provide as much information as possible to enable the Council to identify and locate the information which you are seeking or requesting. Please email your FOI request to [clerk@peterlee.gov.uk](mailto:clerk@peterlee.gov.uk) or by letter to:

The Town Clerk  
Shotton Hall  
Peterlee  
County Durham SR8 2PH

**7: How do I make a request for information if I am suffering from a disability, am ill or illiterate?**

If you find it impossible or unreasonably difficult to put your request in writing the Council may have to make a reasonable adjustment for you under the Equality Act 2010.

Requests for further assistance should be made to the Town Clerk at the email or address detailed in Note 6 above or by telephone on 0191 586 2491.

**8: Are there limits to the information I can ask for?**

Yes. Confidentiality is sometimes necessary to ensure the effectiveness of the Council's decision-making and to protect commercial interests, information provided in confidence, personal information and other important interests. For these reasons, some categories of Council information are not covered by the commitment to provide information.

Nevertheless, it is the Council's aim to ensure that information should be made available unless it is clearly not in the public interest to do so or we consider that releasing the information would be in breach of the law (e.g. a breach of the Data Protection Act).

All requests for information will be considered on their merits.

**9: How do I describe the information I am asking for?**

If at all possible, describe the information as fully as you can to enable the Council to identify and locate it. If you are requesting personal information, please state precisely in whose name the information is held. You will not normally be given access to the personal information of another person unless you have obtained the written consent of that person (refer to Notes 4 and 5 above). Where you provide insufficient information to enable the Council to identify or locate the information you are asking for or where your request is ambiguous, the Council will as far as practicable provide you with assistance to enable you to describe more clearly the information you are requesting. The aim of this assistance will be to clarify the nature of the information sought. Where information is likely to be refused on cost grounds, the Council will give you an indication of what information could be provided within the costs ceiling (refer to Note 11 below).

**10: What happens if the Council does not hold the information?**

The Council may not hold the information you are asking for because the information may have been destroyed in accordance with the Council's data retention policies or the information may be held by another public body. In such cases, you will be told that the Council does not hold the information. Where the Council believes that the information is held by another public body and that it would be appropriate to transfer your request to that other body, you will be asked whether you have any objections to the Council making the transfer. The public body will be asked whether it consents to your application being transferred to it. Your application will only be transferred with your consent and with the consent of the other public body.

**11: Can the council charge a fee?**

In certain circumstances the Council can charge a fee. Charges may apply in respect of the search and retrieval of information in addition to charges relating to photocopying, postage, video, tape, disk and computer runs. Full details of charges levied by the Council are available from the Town Clerk at the address detailed in Note 6 above. Fees may be waived where the information you are seeking would be of particular assistance to your understanding of an issue of local importance.

**NB: Peterlee Town Council will follow Durham County Council's guidance on charges/fees that apply at the time of a request being made.**

**12: How do I receive the information I have asked for?**

You are entitled to say how you wish the information to be communicated to you. This may be by letter, in the form of a digest or summary of the information or by inspection of the information at the Council's Offices on a date and at a time to be mutually agreed between you and the Town Clerk

**13: When must the Council provide me with the information I have asked for?**

The Council will respond promptly to your request for information and in any event not later than on the 20th working day of the date of receipt of your application. If it is likely to take longer, the Council will let you know.

**14: Can the Council refuse my request for information?**

In certain circumstances the Council refuse your request for information. Vexatious and repeated requests and/or applications made with the aim of frustrating the operations of the Council may be refused. The Council may refuse to accede to a request for information where the Council estimates that the costs of complying with the request would exceed the costs ceiling set by the Council (refer to Note 11 above). The Council may also refuse to accede to a request for information where the information is considered to be exempted under FOI (refer to Note 8 above). You will be given an explanation of the reasons for refusing your request for information.

**15: Can I appeal against the Council's decision to refuse my request for information?**

Yes. If you are not satisfied with the decision ie your request has been refused or where you consider that your request has not been properly handled and the issue cannot be resolved in discussion with the Town Clerk you may ask for the decision to reviewed. Your request for an internal review must be submitted in writing within 4 weeks of the date of the decision to:

The Town Clerk  
Shotton Hall  
Peterlee  
County Durham  
SR8 2PH  
Or by email: [clerk@peterlee.gov.uk](mailto:clerk@peterlee.gov.uk)

If you are not satisfied with the decision on the appeal, or where the Council has failed to respond to you within the time specified or within the time agreed between you and the Council you may apply to the Information Commissioner for an independent review at the following address:

The Information Commissioner  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire SK9 5AF

Telephone: 0303 123 1113 (local rate) or 01625 545 745  
Website: <https://ico.org.uk/>

**16: Who do I contact for further information or assistance on Freedom of Information?**

The Freedom of Information Act 2000 is available from any Government Publications Sales Office and from the Information Commissioner's Web site. <https://ico.org.uk/>

**17. Monitoring of FOI Request Activity**

Monitoring of requests received by the Council is a necessary element of an established programme for recording and analysing the types of information requested and the Council's overall performance in handling requests. Wherever possible, the Council will keep information used for requests monitoring in an anonymised form so that it cannot be linked to any particular individual. All or part of the statistical information provided may be disclosed or supplied to relevant committees of the Council and to external organisations or bodies such as the Internal Auditor or Information Commissioner for statistical information purposes. The data collected for monitoring purposes is aggregated, kept apart from general personal records and subject to strictly controlled procedures

## **Peterlee Town Council**

### **Privacy Statement (Published on PTC Website)**

Information which you send to us through this website, either by email or through electronic forms, will be treated as follows:

- We will keep information no longer than we reasonably believe is necessary.
- We will use information only for the purpose for which you sent it.
- We may use information for statistical analysis but in such a way that your identity will not be involved.

You will not receive unsolicited paper or electronic mail from us as a result of using an electronic form unless we explicitly ask for and get your permission. We will not pass on your email address or any of your personal details to other organisations.

Unless stated otherwise (for example; that you are viewing information over a secure connection) information transmitted over the internet is not secure and we cannot accept responsibility for misuse of information intercepted in this way.

All emails and any associated attachments received by our client will be electronically intercepted and examined for viruses etc. This is purely routine and any delay will be kept to a minimum.

#### **If You Are under 16**

Please get permission from a parent or guardian before using our website. We advise that you never reveal any personal information about yourself or anyone else (for example; your home address, telephone or email details).

#### **Cookies**

What are Cookies?

We use cookies on this website. A cookie is a small piece of text stored on your computer, phone or whatever you use to surf the Internet. Cookies have many uses, but fundamentally they are used to store information about you on your computer.

#### How We Use Cookies

We do not use cookies on this website for the collection of personal data, however temporary cookies are used by the website statistics package to log you into the system. If you have any queries about this please contact the council's Website Administrator for help and advice. This policy applies to this website but not to sites to which we provide links.

#### Deleting Cookies

If you do not want to receive cookies from this website, select cookie settings under the privacy settings in your browser options, then add our domain to the list of websites you do not want to accept cookies from. Under settings you can also delete individual cookies or any cookies that your browser has stored. You can find more information on how to delete and control cookies at [aboutcookies.org](http://aboutcookies.org). If you set your browser to refuse cookies, please be aware that there may be functionality on various websites that does not work.

## **DATA PRIVACY NOTICE**

### **1. Your personal data – what is it?**

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the 'GDPR').

### **2. Who are we?**

Peterlee Town Council is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

### **3. How do we process your personal data?**

Peterlee Town Council complies with its obligations under the GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use personal data for the following purposes: –

- To enable us to provide services for the benefit of the public in Peterlee;
- To administer membership and customer records;
- To manage our employees and volunteers;
- To maintain our own accounts and records;
- To inform you of news, events, activities and services running at Peterlee Town Council;

### **4. What is the legal basis for processing your personal data?**

- Explicit consent of the data subject to enable us to provide you with our services, keep you informed about news, events, activities and services
- Processing is necessary for carrying out legal obligations in relation to employment, social security or social protection law, or a collective agreement;
- Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided: –
  - the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and
  - there is no disclosure to a third party without consent.

### **5. Sharing your personal data**

Your personal data will be treated as strictly confidential and will only be shared with others with your consent or if required to do so in law.

### **6. How long do we keep your personal data?**

We keep data in accordance with the 'Retention Guidelines for Local Authorities' provided by the Local Government Group of the Records Management Society of Great Britain, and in line with guidance from the Information Commissioners Office.

## **7. Your rights and your personal data**

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data:

- The right to request a copy of your personal data which Peterlee Town Council holds about you;
- The right to request that Peterlee Town Council corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for Peterlee Town Council to retain such data;
- The right to withdraw your consent to the processing at any time
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability), (where applicable) [Only applies where the processing is based on consent or is necessary for the performance of a contract with the data subject and in either case the data controller processes the data by automated means].
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data, (where applicable) [Only applies where processing is based on legitimate interests (or the performance of a task in the public interest/exercise of official authority); direct marketing and processing for the purposes of scientific/historical research and statistics]
- The right to lodge a complaint with the Information Commissioners Office.

## **8. Further processing**

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

## **9. Contact Details**

To exercise all relevant rights, queries of complaints please in the first instance contact the Town Clerk at Shotton Hall, Peterlee SR8 2PH  
phone 0191 586 2491 or  
email [council@peterlee.gov.uk](mailto:council@peterlee.gov.uk)

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.





# RECRUITMENT AND SELECTION POLICY

Version 4: May 2026



## ABSTRACT

Peterlee Town Council provides this Recruitment and Selection Policy as guidance to follow for process of recruitment and selection.

Resources Manager

Please think before printing this document.

Where printing is necessary, please ensure that it is printed double sided and in greyscale.

DRAFT

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## Introduction

This policy provides guidance to those involved in selecting staff, on what Peterlee Town Council considers to be good practice. The Council has made clear its commitment to equal opportunities for all by the adoption of an Equality and Diversity Policy. All selection processes must take place within the framework laid down by this policy. All those involved in selecting candidates for jobs should be aware that legislation increasingly regulates employment behaviour. Failure to follow certain basic steps can lead to an aggrieved candidate referring a matter to an employment tribunal. This policy should be read in conjunction with Peterlee Town Council's Equality & Diversity Policy and Sexual Harassment Policy.

## Aims

<p>❖ <b>Attraction</b></p> <p>The recruitment and selection process seeks to attract, recruit, and retain a diverse range of talented individuals for the organisation.</p>	<p>❖ <b>Declarations of Interest</b></p> <p>Declarations must be made at the appropriate stages of the recruitment process.</p>
<p>❖ <b>Equality</b></p> <p>There should be equality of opportunity in all recruitment processes. Ensuring the selection process is in accordance with PTC's Equality and Diversity policy and equal opportunities legislation.</p>	<p>❖ <b>Cost Effective</b></p> <p>Recruitment processes should be conducted in a cost-effective manner.</p>
<p>❖ <b>Transparency</b></p> <p>All candidates should be treated fairly using a transparent process. This includes documenting selection criteria, decisions and feedback to unsuccessful candidates that attend interview.</p>	<p>❖ <b>Confidentiality</b></p> <p>All information relating to any recruitment process must be treated confidentially and in accordance with data protection law.</p>

## Ensuring fair and legal recruitment

Anyone involved in recruitment must be aware of their responsibilities under UK legislation, these include:

- Data Protection Act 2018
- Rehabilitation of Offenders Act 1974
- Equality Act 2010
- Worker Protection (Amendment of Equality Act) Act 2023
- Protection of Freedom Act 2012
- Children Act (section 11)

We are committed to ensuring equal opportunities for all. We will always undertake shortlisting, interviewing and selection without regard to:

- age

- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

### Confidentiality and Data Protection

Everyone involved in the recruitment process have a responsibility for data protection. The collection, processing, storage, and retention of all information should be in line with current data protection laws and PTC's Document retention and Disposal policy.

## Elements in the Recruitment Process

### Job Description

The job description and the person specification (see below) form the basis for the selection process. This includes the advertisement, further particulars, shortlisting criteria, structure of the interview and final selection. Before deciding whether or how to fill a post the description of the duties associated with it will be reviewed by the Town Clerk to clarify the essential elements of the job and to ensure that the components remain relevant. The job description will be included in the further particulars.

### Person Specification

The person specification constitutes essentially a list of abilities, experience and qualifications which are essential and/or desirable to do the job. Candidates will be assessed against it. Once these criteria have been identified they must be maintained throughout the selection process. The list should be drawn up by referring to the summary of duties or job description the appointee will be required to undertake. A person specification functions as a yardstick in the selection process and is essential to good recruitment practice. It is also important in the event of decisions being challenged by unsuccessful candidates. Particular care should be taken to avoid discrimination.

### Advertisements

Posts can be advertised both internally and externally. All advertisements will be approved by the Town Clerk and conform to an agreed Council style. The aim of advertising is to attract an appropriate number of candidates of suitable calibre and qualifications and to demonstrate that the Council is an equal opportunities employer. The advertisement should be consistent with the person specification and the job description/summary of duties, and all requirements stated should be justifiable and objective. If there is some flexibility available this should be

stated – for example, that applications from part-time or job share candidates would be considered. The advertisements should not be too wordy as this reduces impact.

### Further particulars

Following advertisement of a post the pack which is issued to enquirers will include the relevant Conditions of Service and, where appropriate, a set of further particulars. The purpose of the further particulars is to provide general information about the Council, its activities and about the particular post. They will expand on the information given in the advertisement and should specify any particular selection criteria associated with the post. These should be consistent with, and based on, the job description/summary of duties and the person specification. The further particulars should contain a reference to a contact to whom informal enquiries regarding the nature of the post will be directed. (Normally the person will be the Line Manager of the post).

### Applications

The Council uses application forms for recruitment in respect of all staff except casual staff. (CV's will be accepted and considered for casual roles only, and if shortlisted for interview, candidates will then be asked to complete an application form). All potential applicants should be directed to apply formally through the official named contact. This is essential to ensure co-ordination of the recruitment process, appropriate equal opportunities monitoring, and notification of unsuccessful candidates at the conclusion of the exercise. The form is designed to elicit essential information from candidates.

### Shortlisting

As soon after the closing date as possible those involved in the shortlisting will meet to draw up a shortlist. The composition of the Shortlisting Panel will vary according to the type of post being filled. Shortlisting will be undertaken by more than one person, preferably 3, with a mix of male and female Panel Members. The person specification and the further particulars must be used as the basis for shortlisting against the factual elements and criteria specified. At this stage particular care should be taken to avoid discrimination.

It is essential for monitoring purposes and for defence purposes in the event of a claim for unlawful discrimination that the Council keeps records of reasons for not shortlisting candidates. Ideally, no more than six candidates should be identified for interview. Particular care should be taken in fielding any queries from candidates not shortlisted, or unsuccessful following interview (see below).

### Selection Methods

An interview must form part of the selection process as a minimum, where the position has been advertised through open competition. The chosen selection methods should be agreed prior to any advertisements for the position. The chosen method(s) will vary depending on the role and should focus on testing the skills required for the role. Selection methods may include, assessments, trial shifts and testing.

## Reasonable Adjustments

As a disability confident employer, we will put in place any requests for reasonable adjustments from applicants with a disability. Each request must be considered on their own individual merit.

## Interviews

The Interview Panel will comprise normally of the members of the Shortlisting Panel. The aim of the interview is to ascertain who is the most suitable candidate for the job and to ensure that the candidates have a clear picture of what the post entails. Before the interviews begin the Panel will establish at the outset the aspects of the candidate's qualifications and experience to be explored by each Panel Member. To ensure equity, all candidates should be asked similar questions, which will be competency based following the Council's Competency Framework which include the following 6 competencies:

- Building our future
- Customers first
- Personnel Impact
- Working with others
- Communications
- Delivering results

This will allow each candidate the opportunity to demonstrate their relevant skills and abilities.

At this stage the Council will check and photocopy one of the following documents to verify a candidate's identity:

- UK British passport or Full UK Birth Certificate and proof of NI Number.
- Right to work online, if you have been given a share code.
- Right to work by using an identity service provider.

Once a photocopy has been taken, original ID can be returned to the applicant.

Interviewers should be careful not to imply discrimination by asking questions about personal circumstances which are unrelated to the job. Such questions are contrary to the Council's Equality and Diversity Policy. Panel Members should be aware that asking the same question of all candidates does not necessarily ensure non-discrimination; the use to which answers are put may be discriminatory. Note taking is highly recommended at interviews to ensure that relevant information is not forgotten when assessing all the candidates at the end of interviews.

When all candidates have been interviewed the Interview Panel should compare their formal decisions about each candidate taking care to ensure that comparison should be primarily against the defined criteria in the person specification rather than against the other candidate(s).

Once a decision has been made on whom to appoint, the reasons for not offering the post to the other candidates should be recorded. This information is for the Council's own monitoring purposes and is essential for reference in the case of a claim of unlawful discrimination. The reasons given should relate to the comparison against the person specification.

### Conditional Offer

Once the successful candidate has been decided, a conditional offer of employment will be made. We then make all the necessary pre-employment recruitment and vetting checks, seek references, and engage the services of Occupational Health for pre-employment health checks, prior to a final offer being made. We may withdraw a conditional offer of employment if any of the checks are not satisfactory.

### Notification

An offer of appointment may be made verbally following the interviews but by authorised personnel only (normally the Manager for which the vacancy is under or the Resources Manager) and must be confirmed in writing by the Resources Manager (or the Chairman if the appointment is of the Town Clerk).

Members of the Interview Panel are recommended not to enter into discussion with unsuccessful candidates but to refer them to the Manager or Resources Manager (or HR Consultant if the post is for the role of Town Clerk). Similarly, they should not enter into 'negotiations' with the successful candidate; this is the responsibility of the Resources Manager (or HR Consultant if the appointment is for the role of Town Clerk).

### References

Written references will be sought after a conditional offer has been made. All external appointments are subject to two satisfactory work references, one of which must be the applicants present or most recent employer. In certain cases, either one or both references do not need to be work references. This may apply to school leavers or returners to work after a long career break, in this case, we will seek character references instead.

### Right to Work in the UK

The Asylum and Immigration Act of 1996 require employers to ensure that anyone who is offered employment has the right to work in the UK. The recruiting manager must carry out right to work checks in line with Home Office guidance, which may include original documents, online share code checks, or use of an identity service provider, and check:

- Documents are genuine and belong to the person who has provided them.
- The dates for the applicant's 'right to work' have not expired.
- Photos look like the applicant.
- Information such as DOB are the same across all documents

### Induction

All new employees will receive an induction on their first day, this is usually carried out by a member of the Corporate Services team and includes a brief presentation and completion of paperwork. Line

managers are then expected to assess the level of support required for each new employee within the induction period to ensure the best possible start. As part of the induction training on the following will also be included for all staff:

- Manual handling
- COSHH
- Safeguarding awareness
- GDPR (if applicable)
- Food safety (if applicable)

### Probation

All new employees have a formal probation period as detailed in their statement of particulars. During this time, they should receive regular reviews, guidance and training from their line manager.

### Complaints

PTC aims to ensure that any recruitment and selection process is fair and transparent, the candidates individual needs are accommodated, and every candidate receives a fair and positive experience. Should a complaint be received about any part of the recruitment process, the recruiting manager should discuss the complaint with the Resources Manager in the first instance. Complaints should be received in writing within 5 days of the candidate receiving the interview decision, addressed to the Town Clerk.

For any queries regarding this Policy please contact the Town Clerk or Resources Manager.

Town Clerk

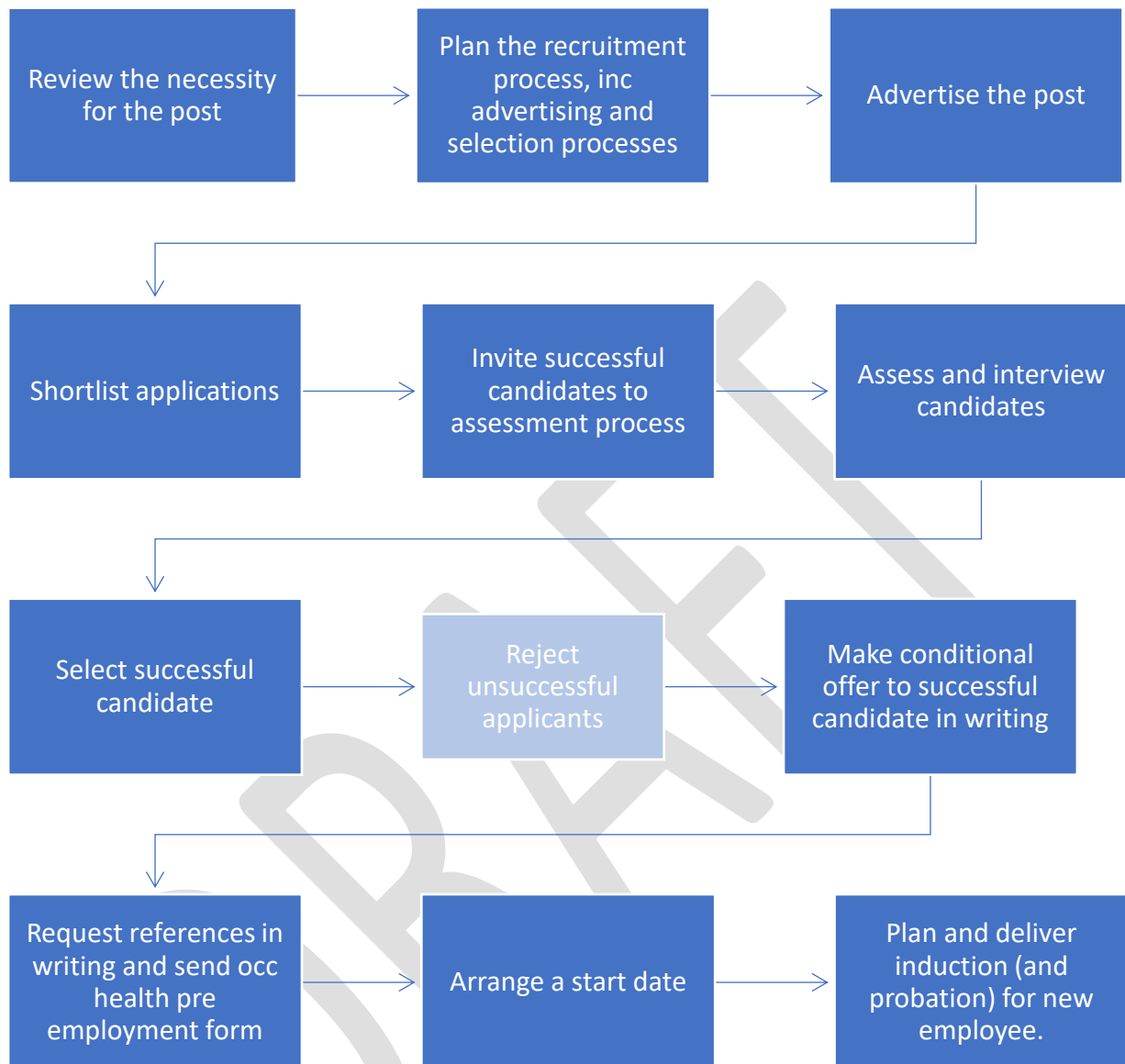
Resources Manager

Telephone: 0191 5862491

Telephone: 0191 5862491

<b>Author of Policy;</b>	<b>Resources Manager</b>
<b>Reviewed;</b>	<b>May 2026</b>
<b>Policy review;</b>	<b>May 2029</b>
<b>Version Control;</b>	<b>V4</b>

## Recruitment Process Flowchart



## Reviewed Updates

Previous Version	Updated Version
Corporate Services Manager	Resources Manager
Contact names	removed and replaced with job titles
Ensuring Fair & legal Recruitment	Added Worker Protection Act 2023
8 Protected Characteristics	9 Protected Characteristics
Right to work checks	Extra line added with regards to checking process

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**Report to:** Peterlee Town Council:

**Date:** 18<sup>th</sup> May 2026

**Report of:** Ian Hall, Chief Officer & Town Clerk

**Subject:** **Appointment of Substitute Members to Committees**

**Report Purpose:** To consider the appointment of substitute members to committees of the Council for the 2026/27 municipal year, following the review of Standing Orders.

**Background:** The Council is asked elsewhere on this agenda to consider the adoption of the reviewed Standing Orders dated April 2026. The reviewed document now includes an express provision enabling the Council to appoint substitute members to committees.

Standing Order 4(d) now states that the Council may appoint and determine the terms of office of substitute members to a committee whose role is to replace ordinary members at a meeting where the ordinary member has notified the Proper Officer in advance (before the agenda has gone out) that they are unable to attend.

This amendment reflects updated sector practice and provides a clear governance basis for the Council, should Members wish to utilise substitute members across committees.

**Detail:** From time to time, appointed committee members may be unable to attend meetings due to work commitments, illness, holidays or other unforeseen circumstances. Where attendance levels are reduced, there can be a risk of meetings becoming inquorate or proceeding with limited representation.

The use of substitute members can provide resilience within the committee structure, improve attendance, and assist in maintaining continuity of business.

Many town and parish councils now operate substitute arrangements as part of normal governance practice.

Given the confidential and specialist nature of staffing matters, it is recommended that substitute members should not automatically apply to the Disciplinary & Grievance Panel, Appeals Panel or Town Clerk Appraisal Panel unless specifically resolved by Full Council.

It is recommended that all non-appointed councillors be eligible to act as substitutes unless otherwise determined by Council at committee appointments.

This would provide maximum flexibility and reduce the need for further appointments during the year.

**Recommendation:** Members are recommended to:

1. Note that the reviewed Standing Orders provide for the appointment of substitute members to committees.
2. Approve the appointment of substitute members for all committees for the 2026/27 municipal year.
3. Agree that substitute members may attend where the ordinary member has notified the Proper Officer in advance that they are unable to attend.
4. Agree that substitute members shall count towards quorum and have full speaking and voting rights for that meeting only.
5. Agree that substitute arrangements shall not automatically apply to staffing-related panels unless specifically resolved by Full Council.

**Appendix 1: Implications**

<b><u>Area</u></b>	<b><u>Implication</u></b>
<b>Finance:</b>	No direct implications.
<b>Staffing:</b>	No direct implications.
<b>Risk:</b>	Reduces risk of inquorate meetings and cancelled committee business.
<b>Equality and Diversity, Cohesion and Integration:</b>	No direct implications.
<b>Crime and Disorder:</b>	No direct implications.
<b>Consultation &amp; Communication:</b>	No direct implications.
<b>Procurement:</b>	No direct implications.
<b>Legal:</b>	The proposal is enabled through the reviewed Standing Orders and the Council's powers under Local Government Act 1972 relating to committee governance.



**Report to:** Peterlee Town Council

**Date of Meeting:** 18<sup>th</sup> May 2026

**Subject:** **Review of Inventory of Land and Assets**

**Report of:** Chief Officer/Town Clerk

**Report Purpose:** To review land and assets held by the Council.

**Detail:** In accordance with Standing Order 5j the Council must review its inventory of land and assets at its annual meeting.

A summary of the Council's inventory of land and assets is attached at Appendix 2 for consideration.

**Recommended:** That the inventory of land and assets be approved.

**Appendix 1: Implications**

<b>Finance</b>	No direct implications.
<b>Staffing</b>	No direct implications
<b>Risk</b>	No direct implications
<b>Equality and Diversity, Cohesion and Integration</b>	No direct implications
<b>Crime and Disorder</b>	No direct implications
<b>Consultation &amp; Communication</b>	No wider consultation required
<b>Procurement</b>	No direct implications
<b>Legal</b>	No direct implications

## Peterlee Town Council

Inventory of land and assets as at 31<sup>st</sup> March 2026

PETERLEE TOWN COUNCIL				
SUMMARY OF FIXED ASSETS 31 MARCH 2026				
			COST	
	1/4/2025	Add	Disp	31/3/2026
<b>Land and Buildings</b>				
Eden Lane Cemetery & Office	148,000			148,000
E/Lane Pav,Change Room	96,500			96,500
Site of Above	40,500			40,500
E/Lane Bowls/Pav/Tennis Courts	52,801			52,801
Site of Above	4,250			4,250
C/off/Banqu Suites/Anc Bldgs	839,231			839,231
I/Hills Rd Changing Room	165,800			165,800
Site of above	11,000			11,000
Lowhills Rd Bowls Pavilion	22,400			22,400
Site of above	3,120			3,120
H/ford Rd Ch Rooms & Score Box	23,600			23,600
Site of above	17,000			17,000
Woodhouse Park Pavilion	94,000			94,000
Site of above	9,800			9,800
Woodhouse Pk Pavilion-addition	30,600			30,600
Site of above	10,000			10,000
Hill Rigg House	78,000			78,000
Eden Lane Social Club	32,500			32,500
Helford Road Pavilion	2,501,629	31,183		2,532,812
Helford Road Car Park	170,490			170,490
Thorntree GI LG Shelter	97,004			97,004
Lowhills Rd Building	50,568			50,568
<b>Non-Operational Land &amp; Bldas</b>				
Hill Rigg HouseTfr Operational				
Upper Rooms S/Hall	135,000			135,000
	4,633,793	31,183		4,664,976

<b>Vehicles &amp; Equipment</b>				
Small Equipment	3,050			3,050
Water Bowser	1,977			1,977
Diesel Tanks	7,245			7,245
Industrial Trailer	2,691			2,691
Cemetery CCTV/Lighting	25,097			25,097
John Deer Ride on Mower	6,500		6500	0
Power Brush	4,439			4,439
Dennis 20" Mower	6,429			6,429
Carpets Shotton Hall	31,102			31,102

New Seats Shotton Hall	13,800			13,800
Helford Rd Fittings	16,044			16,044
Cricket Scoreboard	3,500			3,500
Gazebor and Bell	4,215			4,215
Dance Floor	5,917			5,917
Ford Ranger NU15 GKd	17,155		17155	0
John Deere Lawn Tractor 950R	15,500		15500	0
John Deer Front Mower	15,492			15,492
Striker Rear Mounted Mower	3,600			3,600
Trimax Flail Mower	4,326			4,326
John Deer Tractor/Loader/backhoe	27,015			27,015
Gator Utility Vehicle	20,773			20,773
Cinema Equipment	17,331			17,331
Marshall Drop Side Trailer	3,656			3,656
Welder Generator	1,422			1,422
Sisis Twin Pla Brush Frame	2,150			2,150
Wessex Farm Machine Mower	28,250			28,250
Fast Back Deck	3,650			3,650
Ferris Pedestrian Mower	7,500			7,500
Case Tractor NC21 WTW	47,000			47,000
Bomford Turner Hedgecutter		10,000		10,000
John Deere Lawn Tractor X950R		22,884		22,884
John Deere Compact Tractor 4052R		40,592		40,592
	346,826	73,476	39,155	381,147
<b>Play Equipment</b>				
Hampshire Place	69,522			69,522
Hill Rig House	28,642			28,642
Helford Road	5,143			5,143
Multi use Sports Facility-W/house	65,190			65,190
Helford Road-Additions	80,757			80,757
Multi use Sports Facili -Eden Lane	99,552			99,552
Multi Use Sports facility	58,114			58,114
MUGA	297,016			297,016
Play Equipment and Surface	44,000			44,000
Skatepark	135,000			135,000
Outdoor Exercise Equipment	4,350			4,350
Play Equipment Heath Close	102,484			102,484
Play Equipment - Eden	63,392			63,392
Play Equipment-Woodhouse	180,810			180,810
Play Area - Oakerside	98,640			98,640
Eden Lane Skatepark		90,000		90,000
	1,332,612	90,000		1,422,612

			<b>COST</b>	
	<b>1/4/2025</b>	<b>Add</b>	<b>Disp</b>	<b>31/3/2026</b>
<b>Burdon Suite</b>				
Tables,Chairs,Table tops	7,540			7,540
Dance Floor	1,840			1,840
Dudley Safe	289			289
Cellar Cooling Equipment	3,000			3,000
2x Bottle Cabinets	1,198			1,198
<b>Brandling Suite</b>				
150 Chairs-30 Tables-15 Linkers	9,947			9,947
Cooling Equipment	2,500			2,500
1 Carpet	8,327			8,327
Chaim	600			600
Pews	600			600
2x Cooker Ranges	2,200			2,200
Wall Grill	840			840
Foster Coldroom	2,500			2,500
Monarch Wall Shelves	705			705
SinkUnits	925			925
Extractor Cailppy	2,499			2,499
Dishwasher !	2,329			2,329
1 Chaise Longue	1,385			1,385
Leather Chesterfield	2,148			2,148
32 Chairs 1	640			640
Boardroom Table	1,000			1,000
Computer S stem	29,763			29,763
Computers	2,936			2,936
Tills	3,116			3,116
New Server	11,340			11,340
CCTV Shotton Hall	6,571			6,571
CCTV Eden Lane	12,156			12,156
New Laptops	5,408			5,408
	124,302			124,302
<b>Outside Offices</b>				
Outside Locker	3,135			3,135
	3,135			3,135
<b>Total Vehicles &amp; Equipment</b>	<b>1,806,875</b>	<b>163,476</b>	<b>39,155</b>	<b>1,931,196</b>
<b>Community Assets</b>				
Civic Chains	17,345			17,345

	17,345	bbbn		17,345
<b>Total Fixed Assets</b>	<b>6,458,013</b>			<b>6,613,517</b>

**Report to:** Peterlee Town Council

**Date:** 18<sup>th</sup> May 2026

**Subject:** **Review of the Town Council's Approach to Risk, Risk Policy and Risk Register**

**Report of:** Ian Hall, Chief Officer/Town Clerk

**Purpose:** This report is intended to provide Members with an overview of the Council's approach to managing risk, outline the key internal risk controls, and to carry out the annual review of the Council's Risk Register as required by regulation.

**Introduction:** The document 'Governance and Accountability for Smaller Authorities in England: A Practitioner's Guide to Proper Practices to be applied in the preparation of statutory annual accounts and governance statements' (March 2025) defines risk and risk management thus:

*"Risks are uncertain events or conditions (not just financial) that if they occur, will affect the authority's ability to achieve its objectives. The authority generally, and members individually are responsible for risk management."*

Typical categories of risks include:

- financial – loss of money;
- security – fraud, theft, embezzlement;
- property – damage to property;
- legal – breaking the law or being sued;
- IT – failure of IT systems or misuse or data loss; and
- reputational – actions taken could harm the authority's public reputation."<sup>1</sup>

In the Annual Governance Statement (AGS) that the Council submits each year as part of its annual financial returns, the Council is required to make an assertion about Risk Management as follows:

**Assertion 5: Risk Management**

**We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.**

This report is intended to provide information to Members about the current assessment of risks facing the authority and the controls that are in place to manage those risks.

The Town Council identifies, records, controls and manages risk through multiple activities that include:

What we do	What this does
Maintaining and reviewing a Strategic Risk Register	Identifies the key risks facing the council and the controls in place to mitigate those risks
Providing Strategic Risk Management training for managers of council services	Makes sure that our Managers have an up-to-date appreciation of risk and risk management
Deploying an annual internal audit programme that is predicated on risk and risk controls	Adds two layers of risk control: the first layer being that the annual internal audit programme is planned on key risk areas; the second layer is that each individual internal audit goes through a 'Control Risk Assessment (CRA) process that is based on detailed risk assessment of each service activity/process being audited.
Including identification of risk in all key decisions including budget setting.	Ensures that Officers and Members take account of risk when making key decisions about the council's resources and services.
Basing our Insurance arrangements of key risk areas to the Council	Ensures that the Council adequate insurance cover for the financial impact of key risks as well as access to specialist risk advice, for instance Risk Engineering assessments of Shotton Hall.
Outsourcing specialist advice on specific risk areas: DCC (Health & Safety and Risk); Clive Owen (Internal Audit); Zurich (Risk Engineering); Fire & Safety Services NE LTD (Building specific fire risk assessments & plans)	Provides access to specialist H&S advice and support from trained professionals for service managers. Can also be utilised for specific risk controls eg advising on risk approach to opening up of parks & play areas or fire plans for our main buildings

**Risk Policy:**

In April 2020 the Town Council adopted a Risk Policy in line with recommendations from Internal Audit. A copy of this policy is attached as an appendix to this report. There are no substantive changes to the policy proposed and Members are recommended to review and approve the document as part of this annual review.

**Risk Register:**

A copy of the Council's Corporate Risk Register is attached as an appendix to this report.

The risk register was initially developed in conjunction with a risk specialist from the Council’s insurers in 2015 and has been reviewed on an annual basis since then. The Town Council’s SMT has reviewed the risk matrix and recommends that Members take this opportunity to review and adopt the matrix in the form presented here.

The risk assessment will be reviewed by SMT on a regular basis and any significant deviations will be reported to Council and/or Resources Committee.

**Audit:** In September 2023 Clive Owen were appointed the Town Councils Internal Audit service provider to replace DCC’s service.

**Outsourcing:** The Town Council is a relatively small public sector organisation and does not have the resources to directly employ qualified risk specialists. Instead the Council has taken a pragmatic approach and established formal SLAs/contracts with specialist providers to advise the council on specific risk areas. Current SLA/contracts in place include:

Organisation	Services
Durham County Council	Health & Safety Human Resources Corporate Procurement
Zurich Municipal	Insurance, including insurance-related risk engineering
Fire & Safety Services NE LTD	Building-specific fire risk assessments and fire plans
Womble Bond Dickinson	Solicitors/Law
Algin Property Services	Property Services/Leases

**Insurance:** The Town Council reviewed and renewed its insurance arrangements with one of the largest local authority insurance providers in March 2025 on a 3-year contract. Current insurance cover includes:

- Public Indemnity
- Pollution/products Indemnity
- Employers’ Liability
- Motor Insurance
- Business travel insurance
- Local Council insurance (includes material damage; business interruption; play equipment; civic regalia; CCTV; lighting; hired plant; IT equipment; furniture; cash on premise; fidelity guarantee; libel and slander; legal expenses and uninsured loss recovery)

**Conclusion:** Regulations require that the Town Council adopt, deliver and review a system of internal controls for the identification and control of risk. This report has provided a summary of some of the different ways that the Council meets the requirement, from a high-level corporate register of key risks and controls, through to detailed investigation of risk controls right across the Council's administrative and service delivery functions at the internal audit level.

The Council continues to bring in external support to enable it to control and mitigate risk, including formal SLAs in a number of specialist areas and through comprehensive insurance provision.

The Council also routinely reviews and amends its key governance documentation including Standing Orders, Financial Regulations, Code of Conduct (for Officers and Members), Scheme of Delegation and a wide range of operational policies and procedures.

**Recommendation:** Members are recommended to note the contents of this report and to review and approve the Council's corporate risk assessment and matrix and Risk Policy (as provided in appendices to this report).

**Appendix 1: Implications**

<b>Finance:</b>	No direct implications
<b>Staffing:</b>	No direct implications
<b>Risk:</b>	This report sets out the Town Council's approach to identifying, assessing and managing risk in line with the audit and accounting regulations
<b>Equality and Diversity:</b>	Cohesion and Integration – no direct implications
<b>Crime and Disorder:</b>	No direct implications
<b>Consultation &amp; Communication</b>	No direct implications
<b>Procurement:</b>	No direct implications
<b>Legal</b>	No direct implications
<b>Data Protection</b>	No direct implications



Item 16, Appendix 2

REF	RISK TITLE (HEADLINE)	CAUSE	CONSEQUENCE	CURRENT WORKING CONTROLS	CURRENT RISK RATING			FURTHER ACTION REQUIRED	TARGET COMPLETION DATE(S)	TARGET RISK RATING			RISK LEAD (Job Titles)
					LIKELIHOOD	IMPACT	RISK RATING (LxI)			LIKELIHOOD	IMPACT	RISK RATING (LxI)	
1	Corporate Strategy & Medium Term Financial Plan	The Council fails to develop, implement and monitor a suitable Corporate Strategy and Medium Term Financial Plan aligned to current service pressures, assets, commercial operations, office relocation and longer-term financial sustainability.	Lack of strategic direction; priorities not clearly defined or understood; ineffective resource allocation; weak business planning; inability to measure success; poor public perception; increased risk of decisions being made reactively rather than strategically.	Annual budget setting process in place; quarterly budget monitoring reported to Council; earmarked reserves reviewed; service managers contribute to budget preparation; key strategic matters reported to Members; financial implications are included in committee reports	3	4	12	Develop and formally adopt a refreshed Corporate Strategy and 3-year Medium Term Financial Plan aligned to current operational pressures, asset commitments, commercial activity and future precept/reserves planning.	Nov-26	1	4	4	Chief Officer & RFO
2	Successful Events	The Council fails to effectively plan, resource and monitor Town Council events and third-party events taking place on Council-owned land; events are arranged without sufficient planning time, staffing, risk assessment or contractor oversight.	Poorly organised events; financial loss or cost overruns; accidents or injuries; unsuitable events taking place on Council land; reputational damage; increased insurance exposure; failure to meet public expectations.	Dedicated Events Officer post in place; events are considered by officers and Members as appropriate; risk assessments completed; contractor insurance and competence checks undertaken; Safety Advisory Group engagement used where required; event delivery reviewed through committees. Health and safety Officer appointed.	1	3	3	N/A	N/A	1	3	3	Resources Manager
3	Sports funding	The Council fails to identify, secure or respond to changes in external sports, health, wellbeing and community funding opportunities due to reductions in public funding, changing priorities of funders or lack of capacity to prepare bids.	Opportunities to attract external funding are missed; service delivery is reduced; existing provision becomes harder to sustain; increased pressure on Council budgets; reduced community benefit from sports and wellbeing activity.	Funding opportunities monitored by officers and SMT; partnership working with sports bodies, community organisations and funders; previous successful grant applications; service priorities considered through budget and committee reporting.	1	3	3	Continue partnership development and identify external funding opportunities aligned to Council priorities, sports provision, health and wellbeing outcomes and community need. Work with the Pavilion, Sports and Wellbeing Manager	Ongoing	1	3	3	Pavilion, Sports and Wellbeing Manager
4	Asset Management	The Council fails to implement a suitable strategic approach to managing Council-owned land, buildings and infrastructure, including The Pavilion, parks, public toilets, cemetery, allotments and retained assets following major property decisions.	Poor asset condition; increased reactive maintenance; inappropriate investment decisions; avoidable capital costs; disruption to services; reduced community benefit; reputational damage; increased insurance and health and safety exposure	Planned maintenance and repairs budgets in place; routine inspections undertaken; external legal, property and insurance advice obtained where appropriate; insurance cover maintained; major asset matters reported to Council; disposal and lease matters supported by professional advice. Sinking fund set up for future works	2	4	8	Produce a rolling Asset Management and Capital Investment Plan covering all Council-owned land, buildings and major infrastructure, with priority works, estimated costs and funding options.	Ongoing	1	3	3	Chief Officer & RFO
5	Workforce	The Council fails to effectively manage workforce planning, recruitment, retention, succession, absence, training and employee wellbeing across services.	Loss of knowledge, skills and experience; increased sickness absence; reduced morale; reduced productivity; inability to recruit to key posts; service disruption; increased pressure on remaining staff; failure to maintain service standards	Appraisals and supervision arrangements in place; staff training delivered; HR support available through SLA; sickness absence procedures in place; policies reviewed; team meetings undertaken; wellbeing arrangements considered by management.	2	3	6	Continue development of workforce planning, succession planning, appraisal completion, training matrix and wellbeing arrangements to support service resilience.	Ongoing	1	3	3	Chief Officer & RFO & SMT
6	Partnership Working	The Council fails to fully develop, monitor or manage partnership working arrangements, or enters into partnership activity without clear objectives, responsibilities, governance or exit arrangements.	Missed opportunities; misalignment between Council and partner objectives; conflicts of interest; officer time diverted without clear benefit; additional costs; project failure; reputational damage if a partner fails to deliver.	Opportunities for partnership working are routinely discussed at the Council's SMT meetings and in Management 1:1s. The Council also scrutinises formal proposals for partnership working, eg ongoing partnership with Skill Mill Durham for environmental improvements; Partnership with Peterlee moving together. DCC Pride in Place.	2	3	6	Maintain and strengthen partnership arrangements that support Council priorities, regeneration, external funding, sports, community activity and service delivery while ensuring roles and responsibilities are clear.	Ongoing	2	3	6	Chief Officer & RFO & SMT
7	Sports and Play	The Council fails to maintain, inspect and strategically develop parks, play areas, tennis courts, sports pitches and other outdoor facilities in line with safety requirements and community expectations.	Unsafe facilities; accidents or injury claims; deterioration of assets; reduced public use; complaints; increased repair costs; missed opportunities for external investment; reputational damage	Routine inspections undertaken; independent play inspections commissioned; repairs actioned; budgets and sinking funds used for replacement works; investment programmes delivered; user groups and sports clubs engaged where appropriate.	2	3	6	Continue annual investment planning and ensure all operational risk assessments are reviewed annually and following incidents, significant changes, complaints or new equipment installation.	Nov-26	1	3	3	Chief Officer & RFO, Neighbourhood Services Manager
8	Financial Management	The Council fails to maintain robust financial controls, budget monitoring, nominal coding, treasury arrangements and oversight of income and expenditure.	Poor use of public money; budget overspend or underspend; miscoding; audit criticism; increased precept pressure, fraud or error; reduced ability to plan; reputational damage.	Financial Regulations and Standing Orders reviewed; quarterly monitoring reports presented; bank reconciliations completed; internal and external audit arrangements in place; segregation of duties maintained; budget holders involved in monitoring.	1	5	5	Continue internal audit review programme, address nominal ledger structure recommendation, and develop treasury management arrangements for reserves, banking resilience and investments	Quarterly and Annual	1	4	4	Chief Officer & RFO
9	Legal Challenge	The Council fails to comply with legal, governance, procurement, transparency, meeting, decision-making or policy requirements	Legal challenge; invalid decisions; complaints; external audit criticism; reputational damage; additional officer and legal time; loss of public confidence.	Standing Orders, Financial Regulations, Scheme of Delegation and policies reviewed; legal advice obtained where required; agenda and report processes in place; minutes maintained; Member and officer responsibilities recognised; insurance includes relevant liability cover.	1	4	4	Internal Audit recommendations, policy review timetable, training needs and key legislative changes.	Annual Review	1	4	4	Chief Officer & RFO
10	Commerciality	The Council fails to maximise lawful commercial income opportunities or effectively manage commercial operations, including Pavilion activity, room hire, catering, events, leases and service charges.	Reduced income; over-reliance on precept; underused facilities; inability to offset budget pressures; missed opportunities; weak commercial decision-making; reputational damage if services are not financially sustainable.	Commercial performance monitored through budget reporting; annual fees and charges review undertaken; service changes reported to Members; lease and rent review matters supported by professional advice; SMT oversight of operational performance. Pavilion income increased for 202526	3	4	12	Develop a Commercial Strategy covering Pavilion operations, events, leases, fees and charges, income generation and lawful trading/income opportunities.	Dec-26	3	3	9	Chief Officer & RFO
11	Health and Safety	The Council fails to maintain an effective Health & Safety management system across Council operations, staff activities, buildings, parks, public spaces, contractors and events.	Accidents or injuries; lost time; compensation claims; enforcement action; prosecution; increased insurance costs; reputational damage; service disruption.	Health & Safety Policy in place; DCC Health & Safety SLA; fire risk assessments; operational risk assessments; staff training; contractor controls; Health & Safety Committee oversight; insurance and external specialist support available.	2	4	8	Complete annual review of all operational risk assessments and continue compliance audits across Council sites, including parks, buildings, cemetery, public toilets, Pavilion and events.	Ongoing	2	4	8	Chief Officer/RFO & SMT
12	ICT, Cyber Security & Data Protection	The Council fails to adequately protect ICT systems, personal data, financial systems, email accounts and digital infrastructure from cyber attack, system failure, data breach or misuse.	Loss of access to systems; GDPR breach; financial loss; fraud; business interruption; reputational damage; inability to support meetings, finance, communications or service delivery.	Microsoft 365 controls; gov.uk email accounts; password and access controls; cloud-based systems; ICT support arrangements; backups; data protection policies; managed approach to Council email and devices under development. Supporting IT Policies	2	5	10	Annual staff and Member cyber training, incident response procedures, backup testing and device/access controls.	Annual Review/Ongoing	1	4	4	Chief Officer & RFO



**APPENDIX 3: EXAMPLE CONTROL RISK ASSESSMENT FOR INTERNAL AUDIT**

Risk Ref	Obj.	Risk	Risk Type(s)	Potential Impact	I	L	R	Expected Controls	In Scope Y/N	Actual Controls	Control Adequate Y/N	Improvement Identified	Assurance Source & Date Reviewed
<b>INCOME AND DEBTORS</b>													
01	1,4	Income is not accounted for/ mis-appropriated.	Financial Management IT Fraud and Corruption	Loss of monies. Fraud/theft. Reputational damage. Non-compliance with Financial policies and procedures.	Major	Possible	Medium	There is a list of charges to cover all services provided that has been formally agreed and is regularly reviewed.	Y				
								Debtor accounts are raised promptly following the receipt of an authorised request, are in accordance with agreed charges and are supported by the relevant paperwork.	Y				
								There is a debt recovery process in place for unpaid accounts and this is adhered to.	Y				
								Uncollectable debts are written off in accordance with procedures and are appropriately authorised.	Y				
								All income received is appropriately recorded incl. cash and cheques by post and in person, Dr/Cr cards etc	Y				
								Income is securely held prior to banking.	Y				

Risk Ref	Obj.	Risk	Risk Type(s)	Potential Impact	I	L	R	Expected Controls	In Scope Y/N	Actual Controls	Control Adequate Y/N	Improvement Identified	Assurance Source & Date Reviewed
								Income is banked in a timely manner.	Y				
								There are secure banking arrangements in place.	Y				
								Income is appropriately reconciled to GL and bank account.	Y				
<b>ORDERING AND PAYMENTS</b>													
02	2,4	Unauthorised orders and payments are made.	Financial Management IT Fraud and Corruption	Overspent budgets. Inappropriate spend. Fraud/theft. Poor VFM. Loss of monies.			Major Possible Medium	Orders are authorised by the budget holder prior to being raised	Y				
								Delivery notes are held on file for all goods received.	Y				
								Creditor invoices are matched to purchase orders, to delivery notes, and are appropriately authorised prior to being paid.	Y				
								All orders are made in line with contract procedure rules and financial thresholds.	Y				
								A record is held detailing all petty cash spend.	Y				

Risk Ref	Obj.	Risk	Risk Type(s)	Potential Impact	I	L	R	Expected Controls	In Scope Y/N	Actual Controls	Control Adequate Y/N	Improvement Identified	Assurance Source & Date Reviewed
								<p>The payment card is held in the safe when not in use and a control record is maintained for the issuing of the card to the employee.</p> <p>Access to the safe is restricted to authorised personnel.</p> <p>Appropriate maximum spending limits have been pre-set on each card for</p> <p>a) each transaction b) each billing cycle</p> <p>Receipts are presented for each transaction and reconciled to the monthly statement.</p>	Y				
								A record of all floats is maintained, balances are checked and monitored for correct use and appropriateness.	Y				
<b>PAYROLL</b>													
03	3,4	Staff are unaware of the payroll	Performance management	Loss of staff motivation.	Major	Possible	Medium	The organisation's financial regulations/rules define payroll responsibilities.	Y				

Risk Ref	Obj.	Risk	Risk Type(s)	Potential Impact	I	L	R	Expected Controls	In Scope Y/N	Actual Controls	Control Adequate Y/N	Improvement Identified	Assurance Source & Date Reviewed
		procedures to follow.	Financial management	Inconsistencies in treatment.				The organisation has established written payroll procedures for all areas of operation.	Y				
			People	Confusion over duties and responsibilities.				Payroll procedures ensure that payments are not made unless specified employee information has been provided.	Y				
			IT	Employees under- or overpaid.				Payments in respect of mileage are only made to staff insured for business use, upon receipt of a suitably detailed and authorised claim, supported by receipts.	Y				
				Reputational damage				Travel, subsistence, and civic expenses claim are made on appropriate documentation, supported by receipts and appropriately authorised before payment.	Y				
								Payroll procedures have been communicated to all staff.	Y				

Risk Ref	Obj.	Risk	Risk Type(s)	Potential Impact	I	L	R	Expected Controls	In Scope Y/N	Actual Controls	Control Adequate Y/N	Improvement Identified	Assurance Source & Date Reviewed
								Staff are aware of, and appropriately trained in Data Protection Act (DPA), equalities and diversity, health and safety, the DCC officers code of conduct, declarations of interest, dealing with complaints, whistle blowing arrangements, etc.	Y				
								Procedures are reviewed on a regular basis to confirm they are up to date.	Y				
04	3,4	Payroll payments are not in accordance with the authorised establishment	Financial management  Fraud & Corruption	Fraudulent payments are made.  Incorrect and unauthorised payments  Reputation Damage	Major	Possible	Medium	The organisation's establishment is authorised by the managing body.	Y				
								Procedures ensure that data is only processed where authorised posts exist.	Y				
								Post gradings are controlled independently of payroll.	Y				
								All data changes are approved by an authorised signatory.	Y				
								Exception reports are regularly produced and independently examined.	Y				

Risk Ref	Obj.	Risk	Risk Type(s)	Potential Impact	I	L	R	Expected Controls	In Scope Y/N	Actual Controls	Control Adequate Y/N	Improvement Identified	Assurance Source & Date Reviewed
								Payments made against permanent adjustment codes periodically reviewed.	Y				
05	3,4	Payroll transactions are not initiated and recorded promptly	Performance management	Employees receive late payments	Major	Possible	Major	Timetables have been established for the payroll process and are adhered to.	Y				
			Financial management	Leavers continue to be paid.				All staff have been made aware of deadline dates.	Y				
			Fraud & corruption	New employees are not paid.				All documentation received is input onto the payroll system in a timely manner.	N				
				Reputational damage				Checklists have been developed covering all required tasks that need to be carried out and are utilised by all staff	N				
06	3,4	Payroll payments are incorrectly calculated	Performance management	Over or underpayments occur.	Major	Possible	Medium	All salary payments correspond to authorised documentation received from Peterlee Personnel.	Y				
			Financial management	Loss of monies.				Where employees start/leave during the month, appropriate pay calculations have been undertaken.	Y				
			Fraud & corruption	Fraudulent payments are made.									

Risk Ref	Obj.	Risk	Risk Type(s)	Potential Impact	I	L	R	Expected Controls	In Scope Y/N	Actual Controls	Control Adequate Y/N	Improvement Identified	Assurance Source & Date Reviewed
			IT	Reputation Damage				Authorised documentation is on file for all non-statutory deductions to pay.	Y				
								Controls are in place to ensure that any requests for additional payments/variations to pay are only actioned if they are on official forms and have been properly authorised.	Y				
								All leavers forms are promptly received and actioned, including all additional payments in lieu/deductions from pay.	Y				
								Appropriate manual checks are carried out when calculating maternity/paternity pay to ensure that any outstanding enhancements (relating to the previous month) are paid when due.	Y				
								Checks and reconciliations are undertaken to ensure the validity of the system and data.	Y				

Risk Ref	Obj.	Risk	Risk Type(s)	Potential Impact	I	L	R	Expected Controls	In Scope Y/N	Actual Controls	Control Adequate Y/N	Improvement Identified	Assurance Source & Date Reviewed
								All amendments to standing data (e.g. Pay Awards/Tax/NI/Increments) are input by one officer and checked by a second independent officer. Notification passed to DCC for input	Y				
07	3,4	Payroll payments are not made	Staff do not receive payment	Employees receive late payments  Reputational damage	Major	Possible	Medium	Submission of BACS files verified by an independent employee. The production of cheque runs are checked by an independent officer.	Y				
								Timesheets are batched and entered promptly.	N				
								Appropriate contingency arrangements are in place in the event of a system failure.	Y				
08	3,4	Inadequate financial management	Performance management	Budget overspent leading to inadequate	Major	Possible	Medium	The payroll budget is allocated to a nominated budget holder.	Y				

Risk Ref	Obj.	Risk	Risk Type(s)	Potential Impact	I	L	R	Expected Controls	In Scope Y/N	Actual Controls	Control Adequate Y/N	Improvement Identified	Assurance Source & Date Reviewed
		within the service	Financial management	performance within the service.  Impact on service provision.				The Payroll system is reconciled to the financial management system and bank account to ensure that all payment details have been correctly transferred to the general ledger	Y				
								The payroll suspense account is regularly reviewed and cleared.	N/A				
								Data exported from the Payroll system cannot be amended prior to upload into the GL	N/A				
09	3,4	The organisation does not comply with HMRC, Department for Work and Pensions and superannuation scheme requirements	Legislation	Fines incurred for non-compliance with legislation and regulations.  Statutory deductions made incorrectly.	Critical	Possible	High	Tax parameters have been correctly input into the payroll system.	N				
								Correct tax/pay periods are used.	Y				
								Sufficient information is received to ensure that appropriate tax /NIC legislation is applied to the complex areas of payments, for example termination payments	N				

Risk Ref	Obj.	Risk	Risk Type(s)	Potential Impact	I	L	R	Expected Controls	In Scope Y/N	Actual Controls	Control Adequate Y/N	Improvement Identified	Assurance Source & Date Reviewed
				Deductions not paid over to relevant organisations on time.				Appropriate systems are in place to identify any self-employed contractors, contractors paid off payroll, appointees, personal service companies.	Y				
				Confusion over superannuation fund membership. Reputation Damage				A timetable has been developed to document key dates of submission of information to HMRC, including end of year information, and providing information to employees and this is adhered to.	Y				
								Accurate payments of PAYE are made to HMRC by the due date.	Y				
								P35 (Year end) totals are balanced to payments made to HMRC	Y				
								EAS and FPS information is sent to HMRC for each pay run using EDI and confirmation of submission is received.	Y				

Risk Ref	Obj.	Risk	Risk Type(s)	Potential Impact	I	L	R	Expected Controls	In Scope Y/N	Actual Controls	Control Adequate Y/N	Improvement Identified	Assurance Source & Date Reviewed
<b>BUDGETARY CONTROL</b>													
10	4	Budgets are not allocated in accordance with the priorities of the council.	Financial Management  Performance Management	Stakeholder expectations are not met.	Critical	Possible	High	Financial procedure rules stipulate responsibilities for budget setting and approving of the budget. (Financial Regulations June 2014, Section 4 – Budgetary Control and Authority to Spend)	Y				
				Resources are not allocated in accordance with stakeholder expectations.									
				Impact on ability to deliver key priorities.				Y					
				Restricted ability to deliver resources.				Y					
				Link between resources and outputs aren't identified.				Adequate reserves are maintained to allow for unexpected expenditure in line with the needs of the council.	Y				
11	4	Budget and actual financial information is inaccurate.	Financial Management  Performance	Budget is likely to be overspent.  Committed expenditure	Major	Possible	Medium	Timetables are in place to ensure relevant financial information is recorded on the FMS in a timely manner.	Y				

Risk Ref	Obj.	Risk	Risk Type(s)	Potential Impact	I	L	R	Expected Controls	In Scope Y/N	Actual Controls	Control Adequate Y/N	Improvement Identified	Assurance Source & Date Reviewed
			Management	is not in line with priorities.  Reputational damage.				Validation checks on the FMS to ensure correct coding of income/expenditure.	Y				
								Reconciliation of the approved budget to the budget on FMS to ensure accurate entry.	Y				
								Access to amend budget information is restricted to authorised officers. Regular budget monitoring meetings with responsible budget holders.	Y				
12	4	Budget performance is not monitored.	Financial Management  Performance Management	Budget is likely to be overspent.  Committed expenditure is not in line with priorities.  Restricted ability to transfer resources	Major	Possible	Medium	Budgets are broken down to an appropriate level to allow adequate monitoring to take place.	Y				
								Disaggregated budgets are assigned to individual budget holders in line with the management structure.	Y				
								Budget targets are communicated to budget holders.	Y				

Risk Ref	Obj.	Risk	Risk Type(s)	Potential Impact	I	L	R	Expected Controls	In Scope Y/N	Actual Controls	Control Adequate Y/N	Improvement Identified	Assurance Source & Date Reviewed
				between activities  Reputational damage.				Staff have the necessary skills and support to undertake budget monitoring responsibilities on a monthly basis.	Y				
								Consistent budget information is provided to all budget holders on a monthly basis to allow effective monitoring to take place.	Y				
								Appropriate action taken to remedy adverse variances.	Y				
								The financial position and any financial issues are regularly reported to council.	Y				
								The short- and long-term financial position and financial issues are regularly reported to council.	Y				
<b>ASSET REGISTER</b>													
13	5	Asset and Investment registers are inaccurate.	Financial Management  Performance Management	Qualification of final accounts	Critical	Possible	High	An Asset and Investment policy is in place and includes the treatment of acquisitions, disposals, and depreciation, and complies with the Cipfa code of practice.	Y				

Risk Ref	Obj.	Risk	Risk Type(s)	Potential Impact	I	L	R	Expected Controls	In Scope Y/N	Actual Controls	Control Adequate Y/N	Improvement Identified	Assurance Source & Date Reviewed
								The asset and investments registers are reviewed on a periodic basis for completeness and accuracy.	Y				
								Acquisitions and disposals are reported to finance to ensure that they are appropriately recorded in the register.	Y				
								The asset register is updated with capital/fixed asset expenditure where appropriate.	Y				
								Appropriate documentation to support ownership, value, terms etc is retained for assets and investments where necessary.	Y				



# RISK MANAGEMENT POLICY

Reviewed: May 2026

## SUMMARY

This Risk Management Policy sets out the Council's approach to managing risk. It was adopted by the Council in April 2020 and will be reviewed on an annual basis alongside the annual review of the Corporate Risk Framework.

Chief Officer & Town Clerk

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# Peterlee Town Council Risk Management Policy

## Introduction

Peterlee Town Council recognises that Risk Management is an essential part of effective corporate governance. The Council has a statutory duty to have in place arrangements for managing risk as per the Accounts & Audit Regulations 2015:

*A relevant authority must ensure that it has a sound system of internal control which—*  
*(a) facilitates the effective exercise of its functions and the achievement of its aims and objectives;*  
*(b) ensures that the financial and operational management of the authority is effective; and*  
*(c) includes effective arrangements for the management of risk.<sup>1</sup>*

In March 2020 the Town Council's internal auditors carried out a formal review of the Town Council's approach to risk management and provided a 'substantial assurance' opinion with two medium priority actions including a recommendation that the Council develop and adopt a Risk Management Policy.

This Risk Management Policy sets out the Council's approach to managing risk. It was adopted by the Council in April 2020 and will be reviewed on an annual basis alongside the annual review of the Corporate Risk Framework.

## Definition

For the purposes of this policy, Risk is defined as the chance or possibility of loss, damage, injury or failure to achieve the Council's policies and objectives caused by an action or event for which the Council may be unprepared.

Risk management is the process of identifying those risks which could either threaten the Council through affecting governance, finance, people, buildings or other forms of well-being, and wherever possible reducing (mitigating) such risks to the lowest possible level.

## Legal Requirements

Peterlee Town Council will make best efforts to comply with all legal requirements relating to risk, and in particular:

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Accounts & Audit Regulations 2015

## Policy Statement

Peterlee Town Council has acknowledged through its Standing Orders, Financial Regulations and other core policies that it has a responsibility to manage its risks effectively in order to protect its

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<sup>1</sup> The Accounts & Audit Regulations 2015, part 2, regulation 3  
<http://www.legislation.gov.uk/ukxi/2015/234/regulation/3/made>

employees, assets, liabilities and community against potential losses and to minimise any impact of unforeseen problems that could occur.

The Council is aware that not all risks can be eliminated fully, however it will put in place a planned and focussed approach to managing risk.

The Council expects all Members and employees at all levels to make best efforts to understand the nature of any risks present in decisions and activities that they are involved in and accept responsibility for risks that exist within their area of authority, as follows:

**Councillors** - To set the overall policy approach to risk and oversee effective management of risk by council staff;

**Senior Officers** - To ensure that the Council manage risk effectively through the development and delivery of the risk management process; and

**Employees** - To manage risk effectively within their roles.

## Objectives

The Town Council will:

- i) Ensure that Risk Management forms an integral part of the Council's procedures;
- ii) Manage any risk in accordance with best practice;
- iii) Anticipate and respond to changing social, environmental and legislative requirements;
- iv) Identify risks and the impact of those risks when adopting policies and making operational decisions; and
- v) Positively and actively promote an awareness of risk management across all council services and activities.

## Implementation

The Town Council will:

- i) Establish clear roles, responsibilities and reporting lines within the Council's committee and staffing structures;
- ii) Inform relevant Committees of the Council of potential risks identified by including risk assessments as a standard part of committee reporting;
- iii) Maintain a Corporate Risk Register and review this formally at least once a year;
- iv) Provide training of staff in risk management procedures and ensure that they have the knowledge and ability to identify and raise concerns where working practices or issues have led to increased risk or they have concerns that risks and or actions to mitigate need to be improved;
- v) Carry out risk assessments in all relevant areas of the council's activities;
- vi) Continue to monitor procedures and assessments periodically;
- vii) Prepare contingency plans for potential risks which could have a significant effect on the Council and or the community;
- viii) Include risk management as a subject for review in the annual Internal Audit programme.

## Risk Assessments

Risk assessments will be carried out for all significant projects, functions and services. Risks will be determined according to the impact of the risk on the project, function or service and the likelihood of it occurring.

From the risk assessments an Action Plan will be produced if required. Where relevant, the Risk Assessment and Action Plan will be reported to the responsible Committee, along with any mitigation proposals and financial consequences that may require funds to achieve.

Risk assessments will be monitored and reviewed at appropriate points, either during the progress of a particular project, or in the case of functions and services provided by the Town Council, whenever there is any significant operational or legislative change impacting on that function or service. Every report requiring action submitted to Council committees for decision will contain a paragraph entitled Risk Assessment, wherein the risk of any proposal will be assessed and mitigation proposals suggested where appropriate.

Level of Risk Impact will be viewed in terms of the consequences of the identified risk on the Service, (i.e. the extent to which it may cause failure or unavailability). Impact will be classified using the following criteria:

Extreme (5) e.g. total failure of process

Very High (4) e.g. serious disruption to the process

Medium (3) e.g. disruption to the process

Low (2) e.g. some minor impact to the process

Negligible (1) e.g. annoyance but does not disrupt the process.

An assessment of the likelihood of the identified risk occurring within a relevant timeframe will be carried out using the following classification:

Almost Certain (5)

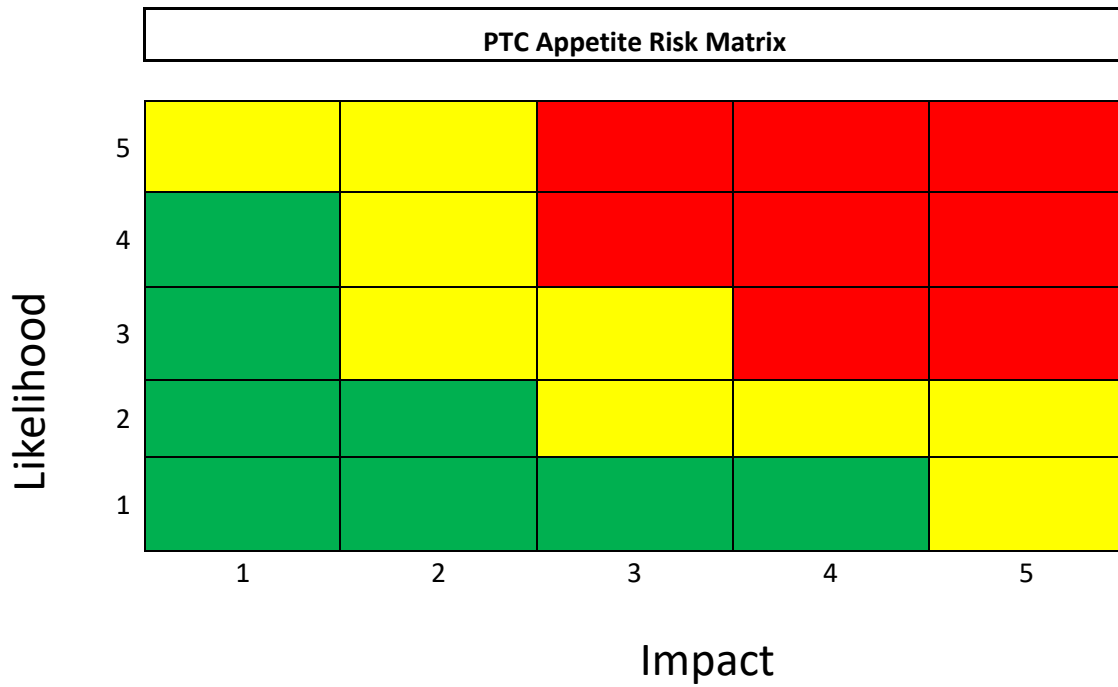
Likely (4)

Moderate (3)

Unlikely (2)

Rare (1)

Based on the above, each level of impact will be multiplied against each level of likelihood, providing a 'risk rating' score and enabling the council to set out a general 'risk appetite' as follows:



**Prioritisation of Risk**

Using the table and the results of the risk ratings, all the identified risks will be categorised into three levels. This will enable attention to be focused on the highest priority area.

**H:25-12** Risks requiring immediate response, active monitoring and management

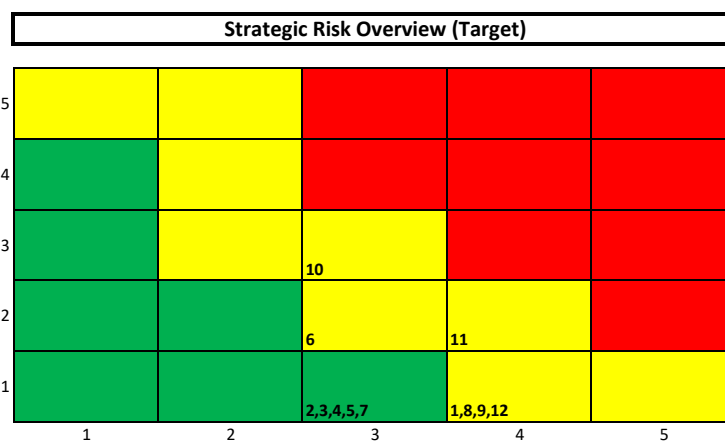
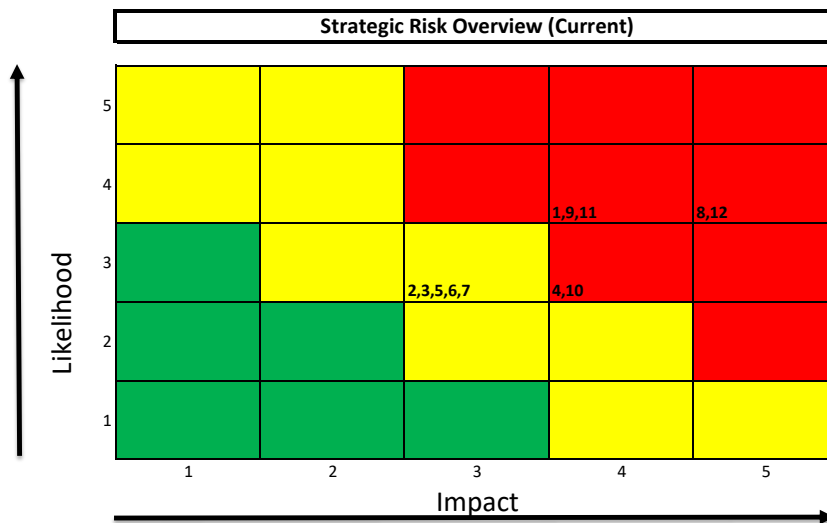
**M:10-5** Risks requiring management and monitoring

**L: 4- 1** Risks which do not require specific management attention but may be monitored, as appropriate

**Delivery of this Policy**

This policy will be implemented by the Council’s Chief Officer and Senior Management Team and will be reviewed on a regular basis by Council.

Author of Policy;	Chief Officer & Town Clerk
Date effective from;	May 2026
Policy review;	May 2027
Version Control;	V7



	<p><b>Very High</b>                  Consideration to be given to whether the risk can be accepted, transferred or avoided. If accepted swift action required.</p>
	<p><b>High</b>                  Consideration to be given to whether the risk can be accepted, transferred or avoided - if accepted requires a SMART action plan to implement mitigating actions.</p>
	<p><b>Low</b>                  Consideration required challenging whether risk is "over controlled". Some controls may require removing or resources redirected to focus on high priorities.</p>



**Report to:** Peterlee Town Council:  
**Date:** 18<sup>th</sup> May 2026  
**Report of:** Ian Hall, Chief Officer & Town Clerk  
**Subject:** **Council Insurance Arrangements**

**Report Purpose:** To confirm the Council's current insurance arrangements for the forthcoming municipal year.

**Background:** Members will recall that the Council considered the renewal of the Council's insurance arrangements at the Town Council meeting held on 17<sup>th</sup> March 2025. At that meeting, Members reviewed quote comparisons and approved the renewal of the Council's insurance cover with Zurich Municipal for a three-year period.

The insurance arrangements remain in place and continue to provide cover for the Council's operational activities, assets, liabilities, staff, elected Members, buildings, vehicles, and associated risks.

The policy remains subject to periodic adjustments where required, including any amendments arising from changes to Council assets, operational arrangements, or property holdings.

The Council continues to maintain insurance cover as part of its overall governance, risk management, and financial control framework.

**Recommendation:** Members are asked to:

Note the Council's current insurance arrangements with Zurich Municipal.

**Appendix 1: Implications**

<b><u>Area</u></b>	<b><u>Implication</u></b>
<b>Finance:</b>	Provision for insurance costs is included within the approved Council budget.
<b>Staffing:</b>	No direct implications.
<b>Risk:</b>	The maintenance of adequate insurance arrangements forms part of the Council's corporate risk management framework.
<b>Equality and Diversity, Cohesion and Integration:</b>	No direct implications.
<b>Crime and Disorder:</b>	No direct implications.
<b>Consultation &amp; Communication:</b>	No direct implications
<b>Procurement:</b>	The insurance arrangements were previously procured and approved by Council.
<b>Legal:</b>	The Council is required to maintain appropriate insurance arrangements as part of its governance and operational responsibilities.

**Report to:** Peterlee Town Council

**Date:** 18<sup>th</sup> May 2026

**Report of:** Ian Hall, Chief Officer & Town Clerk

**Subject:** **Investment of Council Reserves – CCLA Public Sector Deposit Fund**

**Report Purpose:** Is to provide Members with further information regarding the CCLA Public Sector Deposit Fund following the deferral of this matter at the Council meeting held on 20<sup>th</sup> April 2026, and to seek a decision regarding the future management of the Council's reserves and cash balances.

**Background:** At the Council meeting of 20 April 2026, Members considered an initial report regarding the potential investment of Council reserves into the CCLA Public Sector Deposit Fund. Following discussion, Members requested further written clarification in relation to how the fund operates, whether the value of funds is guaranteed, and whether the fund involves investment in stocks and shares. The matter was subsequently deferred to a future meeting pending further information.

The Council currently holds the majority of its funds with The Co-operative Bank. Whilst this provides immediate access to funds, it also means that substantial balances are held within a single financial institution.

The Council's reserves are estimated at approximately £1,200,000. In addition, the Council receives annual precept income of approximately £2,100,000 in two instalments of £1,050,000 in April and £1,050,000 in September.

**Detail:** The CCLA Public Sector Deposit Fund was developed following the Icelandic banking crisis in collaboration with the local government sector and launched in May 2011. It is specifically designed for public bodies including councils, police, fire authorities and other public institutions.

The fund currently has assets under management of approximately £1.3 billion and is used by more than 1,000 public sector organisations, including over 500 parish, town and community councils.

The fund is a regulated short-term money market fund. It is managed with the priorities of security, liquidity and yield.

The fund does not invest in stocks and shares.

It is not an equity investment fund and has no exposure to the stock market. Instead, it invests in low-risk short-term cash instruments such as deposits, call accounts, term deposits and certificates of deposit with well-rated banks and building societies. It may also hold certain high-quality government or institutional debt instruments.

The fund therefore operates in a similar manner to a professionally managed cash deposit pool rather than a speculative investment product.

Members specifically requested clarification on whether funds are guaranteed not to reduce in value.

It is important to note that the fund is not guaranteed and is not the same as holding money in a bank deposit account. The official investor information states that investment is at the investor's own risk and the value may go up or down, although the fund aims to preserve capital and maintain a stable net asset value.

In practical terms, the fund is structured to be very low risk and is managed conservatively. However, no investment product can provide an absolute guarantee.

The fund holds the highest available AAmmf credit rating from Fitch Ratings, reflecting an extremely strong capacity to preserve capital and provide liquidity.

The assets of the fund are held separately by the Depositary, HSBC Bank plc, and cannot be combined with the assets of CCLA in the event of insolvency of the manager.

The fund is regulated by the Financial Conduct Authority.

The fund offers same-day access to money, subject to dealing instructions being received before the stated cut-off time of 11:30am. This means funds remain highly liquid and accessible for Council purposes.

The quoted net yield as of 22 April 2026 was 3.6685% after fees.

The annual management charge is stated as 0.11% for investments above £1,000,000 and 0.21% for investments below £1,000,000.

Returns are variable and may rise or fall in line with market interest rates.

### **Options Available To Members**

Members may wish to retain all funds within the Council's current bank account. This provides simplicity and immediate access but leaves significant balances concentrated in a single institution.

Members may wish to retain an operational balance within the Council's bank account, for example three, or six months running costs, and place remaining balances into the CCLA fund.

Members may alternatively wish to adopt a more active treasury management approach whereby the majority of balances are held in the fund with monthly drawdowns to meet expenditure commitments.

**Recommendation:** Members are recommended to:

1. Note the further information provided regarding the CCLA Public Sector Deposit Fund, including that the Fund does not invest in stocks and shares and is not capital guaranteed.
2. Consider the options presented within the report and determine the preferred approach to managing the Council's reserves and cash balances, specifically whether to adopt:
  - Option 1** – Retain all balances within the Council's existing banking arrangements.
  - Option 2** – Retain approximately six months operational costs within the Council's bank account and invest remaining balances within the CCLA Public Sector Deposit Fund.
  - Option 3** – Retain approximately three months operational costs within the Council's bank account and invest remaining balances within the CCLA Public Sector Deposit Fund.
  - Option 4** – Retain approximately one month operational costs within the Council's bank account and invest the majority of balances within the CCLA Public Sector Deposit Fund with regular drawdowns as required.
3. Subject to the option selected, authorise the Chief Officer / Responsible Financial Officer to implement the agreed approach and undertake the necessary arrangements for the transfer and management of funds.

**Appendix 1: Implications**

<b><u>Area</u></b>	<b><u>Implication</u></b>
<b>Finance:</b>	The Council currently holds significant balances during the year due to reserve levels and staged receipt of precept income. The use of the CCLA fund may provide competitive returns whilst diversifying financial exposure. Returns are not guaranteed.
<b>Staffing:</b>	No direct implications.
<b>Risk:</b>	Retaining all balances within one institution presents concentration risk. Investment in the CCLA fund reduces this through diversification, although investment risk remains and capital is not guaranteed.
<b>Equality and Diversity, Cohesion and Integration:</b>	No direct implications.
<b>Crime and Disorder:</b>	No direct implications.
<b>Consultation &amp; Communication:</b>	No direct implications.
<b>Procurement:</b>	No direct implications.
<b>Legal:</b>	All decisions must comply with the Local Government Act 1972, Accounts and Audit Regulations 2015, and proper practices.

# Key Investor Information

This document provides you with key investor information about this fund. It is not marketing material. The information is required by law to help you understand the nature and the risks of investing in this fund. You are advised to read it so you can make an informed decision about whether to invest.

## The Public Sector Deposit Fund

**A sub-fund of CCLA Public Sector Investment Fund. SC 5 – Public Sector (ISIN: GB00B63CRP89)**  
**This fund is managed by CCLA Investment Management Limited (the ACD).**

### Objectives and Investment Policy

The fund aims to maximise current income consistent with the preservation of principal and liquidity by investing in a diversified portfolio of high-quality sterling denominated deposits and instruments. The primary objective is to maintain the net asset value (NAV) per share of the fund at par (net of earnings).

The fund only invests in sterling denominated investments and deposits. The principal investments comprise certificates of deposit, call accounts and term deposits with banks and building societies. The fund may also invest in other securities such as commercial paper, floating rate notes and bonds which may be issued or guaranteed as to principal or interest by sovereign governments and their agencies, supranational entities, corporations and financial institutions. All investments at the time of purchase will be considered by the ACD to be of high quality, meaning that the ACD has performed its own documented assessment of the credit quality of money market instruments taking into account ratings awarded by a credit rating agency registered and supervised by the Financial Conduct Authority (FCA) or European Securities and Markets Authority.

The fund is a low volatility net asset value short-term money market fund under the UK Money Market Funds Regulation (UK MMFR). The weighted average maturity of the fund's investments will not exceed 60 days and the initial or remaining maturity of each investment will not exceed 397 days at the time of purchase. The weighted average life of the fund's investments will not exceed 120 days.

The fund is actively managed which means the ACD, as investment manager, uses their discretion to pick investments seeking to achieve the fund's investment objective.

This product does not have a UK sustainable investment label. Sustainable investment labels help investors find products that have a specific sustainability goal. The fund does not use a sustainable investment label because it does not have a sustainability goal. However, the fund is managed in line with CCLA's sustainability approach for cash funds available on our website, [www.ccla.co.uk/about-us/policies-and-reports/policies/our-sustainability-approach-cash-funds](http://www.ccla.co.uk/about-us/policies-and-reports/policies/our-sustainability-approach-cash-funds).

You can buy or sell shares daily (on each business day of the fund).

**Income shares are available for investment. Income shares distribute available income monthly.**

### Risk and Reward Profile



The risk and reward rating is based on historical data and may not be a reliable indicator of future risks or rewards. The risk category shown is not guaranteed and may shift over time. The lowest category does not mean 'risk free'.

A low-risk fund is not a risk-free investment. The fund targets investments with low volatility and aims to maintain a constant net asset value. This means the risk of losing your money is small, but the chance of making gains is also limited.

**Shareholders and potential shareholders should note that, in certain circumstances, the fund will not accept redemptions or subscriptions at a constant NAV per share.**

The ACD applies a liquidity management process for ensuring compliance with weekly liquidity thresholds applicable to the fund under the UK MMFR. Measures and various tools are at the ACD's disposal for maintaining compliance with the prescribed limits and include the imposition of liquidity fees on redemptions, redemption gates and temporary suspension of redemptions.

**The value of the fund's shares is not guaranteed and buying shares is not the same as making a deposit with a bank or other deposit taking body. Please see the additional information section below.**

The risk and reward rating does not cover the following additional risks:

- Investment is at your own risk. The fund has no capital guarantees and the value of your investment may go up or down. Any loss of principal is to be borne by the investor.
- The fund aims to maintain a stable NAV per share, however there is no guarantee that a stable NAV per share will be maintained.
- The fund does not rely on external support for guaranteeing the liquidity of the fund or stabilising the NAV per share.
- The value of the fund may be affected by movements in interest rates (which may include interest rates turning negative) and the creditworthiness of the issuers of the debt instruments the fund invests in.
- **Credit risk** – The fund is exposed to the issuers of the securities it invests in. If these financial institutions experience financial difficulty, they may be unable to pay back some or all of the interest, original investment or other payments that they owe. If this happens, the value of the fund may fall.
- **Counterparty risk** – The fund could lose money if an entity with which it does business becomes unwilling or is unable to meet its obligations to the fund.
- **Operational risk** – Operational processes, including those related to the safekeeping of assets, may fail. Risks arising from errors in processing transactions, preparing valuations, accounting and financial reporting, among other things, may also affect the value of your investments.

Please refer to the prospectus for full details about the risks associated with this fund.

## Charges for this Fund

The charges you pay are used to pay the costs of running the fund, including the costs of marketing and distributing it. These charges reduce the potential growth of your investment.

The **ongoing charges** figure shown here is an estimate of the charges. An estimate is being used because this share class has not yet launched. The fund's annual report and accounts for each financial year will include detail on the exact charges made. This figure may vary from year to year. It excludes portfolio transaction costs.

Although unlikely (reflecting the liquid nature of qualifying investments to be held), a dilution levy, which will change the prices for buying or selling shares in the fund with the aim of mitigating the effects of dealing and other charges the fund incurs, may be made on a purchase or sale of shares in the fund.

For more information about charges, please see the section titled "Charges and Expenses" of the fund's prospectus.

## Past Performance

<b>One-off charges taken before or after you invest</b>	
Entry charge	0.00%
Exit charge	0.00%
The one-off charges are indicative charges that might be taken out of your money before it is invested and before the proceeds of your investment are paid out.	
<b>Charges taken from the fund over a year</b>	
Ongoing charges	0.21%
<b>Charges taken from the fund under specific conditions</b>	
Performance fee	None

The fund launched on 25 May 2011. This share class started to issue shares on 14<sup>th</sup> October 2025. For the purposes of the specific rules governing this document, the ACD must have data for at least one complete calendar year in order to provide a past performance chart.

## Practical Information

### Depository

HSBC Bank plc, 8 Canada Square, London E14 5HQ.

### Documents and share prices

Copies of the prospectus and the latest annual/half yearly report and accounts (which are available in English only), along with the latest published share prices can be obtained free of charge at [www.ccla.co.uk](http://www.ccla.co.uk) or alternatively call our client services team on **0800 022 3505**. The shares are not listed on any stock exchange.

### Share classes

More share classes are available for the fund. For further details refer to the fund's prospectus.

This document is prepared for SC 5 - Public Sector. SC 5 - Public Sector is also representative of SC 2 - Non-Public Sector, therefore a separate key investor information has not been prepared for SC 2 - Non-Public Sector. SC 2 - Non-Public Sector is available for investment.

### Segregated liability

CCLA Public Sector Investment Fund is an umbrella fund with segregated liability between sub-funds. It does not currently offer any other sub-funds in addition to the fund.

### Switching

Shares in one sub-fund or share class may be exchanged for shares in another sub-fund or share class subject to meeting conditions set out in the prospectus (currently, however, as the fund is the only sub-fund available for investment there is no facility to switch between sub-funds).

### Tax

UK tax legislation may have an impact on your tax position. For further details you should consult your professional tax adviser.

### Remuneration

The up-to-date remuneration policy including a description of how remuneration and benefits are calculated, the identity of persons responsible for awarding the remuneration and benefits and the composition of CCLA's remuneration committee, may be obtained free of charge by contacting the client services team or visiting [www.ccla.co.uk](http://www.ccla.co.uk).

### Additional information

The fund is not a bank account and is not covered by the Financial Services Compensation Scheme's (FSCS) deposit protection. The fund is recognised as a money-market fund under the UK MMFR. Therefore, under the rules of the FSCS it is an investment and is covered under the 'Investments' section of the FSCS. The maximum amount that can be claimed under the FSCS is £85,000. For further information about the FSCS please refer to [www.fscs.org.uk](http://www.fscs.org.uk) or phone 0800 678 1100.

The fund is a sub-fund of CCLA Public Sector Investment Fund, an umbrella open-ended investment company. The prospectus and annual/half yearly report and accounts contain information about the sub-fund in CCLA Public Sector Investment Fund.

CCLA Investment Management Limited may be held liable solely on the basis of any statement contained in this document that is misleading, inaccurate or inconsistent with the relevant parts of the prospectus.

**Please refer to the glossary on our website for explanations of terms used in this communication. If you would like the information in an alternative format or have any queries, please call us on 0800 022 3505 or email us at [clientservices@ccla.co.uk](mailto:clientservices@ccla.co.uk).**

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[www.ccla.co.uk](http://www.ccla.co.uk)

This fund is authorised in the UK and regulated by the Financial Conduct Authority.

CCLA Investment Management Limited, part of the Jupiter Group, is authorised in the UK and regulated by the Financial Conduct Authority.

This key investor information is accurate as at 10 February 2026.

**Report to:** Peterlee Town Council

**Date:** 18<sup>th</sup> May 2026

**Report of:** Ian Hall, Chief Officer & Town Clerk

**Subject:** **Year-End Accounts and Supporting Schedules 2025/26**

**Report Purpose:** This report presents the Council's unaudited year-end accounts for the financial year ending 31st March 2026. It includes a summary of income and expenditure, reserves, balance sheet movements, and an explanation of key variances as shown within the statement of accounts and supporting schedules.

**Background:** **1. Income and Expenditure Summary**  
The Council generated a net surplus of £339,271 in 2025/26. This surplus reflects continued prudent financial management, increased operational income, and effective control of expenditure across service areas. The surplus has been transferred to reserves to support future projects and protect the Council's long-term financial stability.

Highlights include:

Description	Amount
Total Income (including Precept and grants)	£2,710,931
Total Expenditure	£2,371,660
Net Surplus	£339,271

## 2. Reserves

Reserve Type	Opening Balance	Movement	Closing Balance
General Reserve	£641,297	+£322,719	£964,016
Earmarked Reserves	£182,933	+£16,552	£199,485
Total Reserves	£824,230	+£339,274	£1,163,504

The Council's reserves have increased significantly during the year, improving resilience against inflationary pressures, unforeseen expenditure and future capital requirements.

### 3. Balance Sheet Position

Category	2025 Value	2026 Value
Fixed Assets	£6,458,013	£6,613,517
Cash and Investments	£878,394	£1,216,311
Long-term Borrowing	£865,812	£854,194
Net Reserves	£824,230	£1,163,504

### 4. Variance Analysis

The accompanying Analytical Review identifies the following movements exceeding 15%, which may require explanation under audit guidance.

Area	2025	2026	Movement	% Change
Other Income	£566,296	£796,430	+£230,134	+40.64%
Other Costs	£766,982	£1,050,054	+£283,072	+36.91%
Cash & Investments	£878,394	£1,216,311	+£337,917	+38.47%
Reserves Carried Forward	£824,230	£1,163,504	+£339,274	+41.16%

The increase in Other Income reflects improved trading income, grants, facility income and capital receipts.

The increase in Other Costs largely reflects one-off capital and improvement expenditure including MUGA/skatepark works, fencing, Pavilion improvements, vehicle purchases and allotment works.

Cash balances and reserves increased due to the strong year-end surplus position and careful treasury management.

### 5. Borrowing and Capital

The Council's outstanding Public Works Loan Board borrowing stands at £854,194, a reduction of £11,618 from the prior year. Repayments remain scheduled and budgeted appropriately, with no new borrowing undertaken during the year.

Fixed assets increased by £155,504, reflecting capital investment in Council facilities and infrastructure.

## **6. Internal Financial Controls**

The Council's financial systems continue to meet the standards required by the Joint Panel on Accountability and Governance (JPAG). Financial procedures, reconciliations, budget monitoring and governance controls remain in place and subject to internal and external audit review.

The Council's Risk Management framework will continue to be reviewed in light of the accounts position.

**Recommendation:** Members are asked to:

1. Note the unaudited financial statements for the year ended 31<sup>st</sup> March 2026.
2. Approve the reserve movements as set out in section 2.
3. Support the publication of the Statement of Accounts and submission of the Annual Return to the external auditor, Mazars LLP.

**Appendix 1: Implications**

<b><u>Area</u></b>	<b><u>Implication</u></b>
<b>Finance:</b>	The report confirms a positive financial position with a year-end surplus and increased reserves, supporting future service delivery and resilience
<b>Staffing:</b>	No direct implications.
<b>Risk:</b>	The council's strong reserve position and sound financial controls help mitigate key financial risks. Ongoing monitoring ensures risk is effectively managed.
<b>Equality and Diversity, Cohesion and Integration:</b>	No direct implications.
<b>Crime and Disorder:</b>	No direct implications.
<b>Consultation &amp; Communication:</b>	This report forms part of the council's open and transparent financial reporting. The final accounts will be published and subject to public inspection.
<b>Procurement:</b>	No direct implications.
<b>Legal:</b>	The report supports compliance with the Accounts and Audit Regulations 2015 and the transparency requirements of the Local Government Act 1972.

**Report to:** Peterlee Town Council:  
**Date:** 18<sup>th</sup> May 2026  
**Report of:** Ian Hall, Chief Officer & Town Clerk  
**Subject:** **Pavilion Working Party Summary Update and Progress Report**

**Report Purpose:** To provide Members with an update following the meeting of the Pavilion Working Party held on 23<sup>rd</sup> April 2026 regarding the Pavilion office conversion project, Sport England engagement, operational staffing arrangements and future operational considerations for The Pavilion.

**Background:** Members will recall that Full Council previously approved the progression of the Pavilion office conversion project and agreed a capital budget of £150,000 for the conversion of four changing rooms into office accommodation following the future relocation of staff from Shotton Hall.

A meeting of the Pavilion Working Party was subsequently held on Thursday 23<sup>rd</sup> April 2026 to receive further updates on the project and discuss associated operational matters.

**Detail:** **Procurement Update**  
The Town Clerk updated Members regarding the procurement process currently being undertaken through Durham County Council Procurement Services for the proposed office accommodation works. Members were advised that the procurement exercise was expected to go live in two weeks, at which point, contractors would be invited to visit the site and submit design proposals for consideration.

It was further noted that the procurement documentation highlighted the Council's desire for works to commence as soon as possible following completion of the tender exercise and award of contract, due to the operational need to relocate staff from Shotton Hall.

#### **Interim Operational Arrangements**

Members were advised that, during the renovation period and subject to completion of the Shotton Hall sale, office-based staff would temporarily utilise the William Jeffrey Room as interim office accommodation. The Town Clerk and Resources Manager would operate a hybrid working arrangement during this period whilst continuing to attend meetings and maintain operational oversight.

The Pavilion Manager also advised Members that some existing room bookings may be impacted during the renovation works, including use of the William Jeffrey Room.

### **Sport England Engagement**

Members received an update regarding ongoing discussions with Sport England concerning the proposed office conversion works. It was noted that Sport England had undertaken a site visit following concerns regarding the potential removal of changing room facilities due to the existence of live grant funding associated with the building.

Members were advised that Sport England had explored alternative options, including retaining changing room provision within the building, however, due to internal staffing pressures, a formal response may not be received for up to twelve weeks.

The Town Clerk clarified that the current proposal submitted through Durham County Council relates solely to the conversion of four changing rooms behind reception into office accommodation and does not currently include the wider Bistro expansion proposals, which remain on hold.

It is proposed that Changing Rooms 1–4 remain operational for the current season and the following season, whilst further consultation is undertaken with Sport England, user groups, sports clubs, hirers and Members regarding the long-term future configuration of the building and the wider vision for the Bistro and hospitality areas.

### **Pavilion Operations and Staffing**

Members discussed current operational arrangements within The Pavilion, including catering recruitment challenges, staffing capacity and building opening hours concerns.

The Pavilion Manager advised that continued difficulties had been experienced in recruiting a full-time catering lead and that consideration was, therefore, being given to the recruitment of three part-time catering assistants instead.

Members also highlighted the need for increased marketing and promotion of room hire opportunities and Pavilion services following completion of the office accommodation works.

Members also discussed the future operational use of function rooms within The Pavilion and the potential longer-term proposal to reduce or cease private room hire for functions in order to support a revised operational model focused on hospitality, conferencing, community use, civic functions and integrated catering provision.

**Recommendation:** Members are recommended to:

1. Note the update from the Pavilion Working Party meeting held on 23<sup>rd</sup> April 2026.
2. Note the progress of the procurement process relating to the Pavilion office accommodation works.
3. Note the current position regarding ongoing discussions with Sport England.
4. Note that Changing Rooms 1–4 will remain operational for the current season and the following season whilst further consultation is undertaken regarding the longer-term configuration of the building.
5. Note the recruitment of three additional part-time catering assistants to support operational delivery at The Pavilion.
6. Support the development of an operational marketing and promotion plan for Pavilion services and room hire opportunities following completion of the office conversion works.

**Appendix 1: Implications**

<b><u>Area</u></b>	<b><u>Implication</u></b>
<b>Finance:</b>	The office conversion works remain within the previously approved capital allocation. Additional staffing costs are estimated at approximately
<b>Staffing:</b>	Additional staffing resource will improve operational flexibility, extended opening hours and service resilience within The Pavilion.
<b>Risk:</b>	Failure to progress the office accommodation project may impact operational continuity following the future closure of Shotton Hall.
<b>Equality and Diversity, Cohesion and Integration:</b>	No direct implications.
<b>Crime and Disorder:</b>	No direct implications.
<b>Consultation &amp; Communication:</b>	Consultation has taken place through the Pavilion Working Party, Officers and operational staff.
<b>Procurement:</b>	Procurement arrangements are being undertaken through Durham County Council Procurement Services in compliance with the Procurement Act 2023.
<b>Legal:</b>	The Council must continue to consider Sport England funding obligations and grant conditions associated with the Pavilion building until October 2027.

- Report to:** Peterlee Town Council
- Date of Meeting:** 18<sup>th</sup> May 2026
- Subject:** **Peterlee Cricket Club – Request for Landlord Consent**
- Report of:** Chief Officer/Town Clerk
- Report Purpose:** To present a request received from Peterlee Cricket Club seeking landlord consent for proposed improvement works at the cricket ground.
- Background:** Peterlee Cricket Club has submitted a request to the Council seeking landlord consent for two proposed developments at the cricket ground. The proposals relate to the installation of a two-lane all-weather cricket practice facility and the creation of an outdoor social seating area adjacent to the approved summer house development.
- The Club has provided a detailed report outlining the proposals, intended benefits to the club and wider community, together with details regarding the external funding arrangements supporting the projects.
- Any costs associated with the preparation and completion of a Licence to Alteration shall be met in full by Peterlee Cricket Club. No works shall commence on site until the appropriate legal documentation has been completed and landlord consent formally issued.
- Recommendation:** That Members considers the request submitted by Peterlee Cricket Club and determines whether landlord consent should be granted for the proposed works.

**Appendix 1: Implications**

**Finance:** No direct implications.

**Staffing:** No direct implications

**Risk:** Any proposed works would remain subject to the appropriate planning, regulatory, and lease compliance requirements, and completion of a Licence to Alteration where required.

**Equality and Diversity,  
Cohesion and Integration:** No direct implications

**Crime and Disorder:** No direct implications

**Consultation &  
Communication:** No wider consultation required

**Procurement:** No direct implications

**Legal:** The request relates to landlord consent under the terms of the existing lease agreement. Any necessary statutory or planning approvals would remain the responsibility of the Cricket Club. Any costs associated with the preparation of a Licence to Alteration shall be met by the Cricket Club and no works shall commence until the appropriate legal documentation has been completed.

## **Request for Landlord Consent for Ground Improvements at Peterlee Cricket Club**

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### **Purpose of Report**

This paper seeks Council approval, as landlord of the cricket ground, for the club to proceed with two externally funded improvement projects at the site:

1. The installation of a two-lane all-weather cricket practice facility.
2. The creation of an outdoor social seating area adjacent to the approved summer house development.

Supporting plans and indicative images are attached throughout this paper.

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### **Background**

Peterlee Cricket Club would first like to place on record its sincere gratitude to the Council and, in particular, the elected councillors whose support and decision to grant the club a new 50-year lease for the cricket ground has made these opportunities possible.

The club recognises that the granting of the lease represented a major vote of confidence in both the future of the organisation and its role within the local community.

The lease has been transformational for the club. It has provided the long-term security of tenure required to access significant external funding opportunities that were previously unavailable to us.

For a number of years, the club has explored opportunities to improve both sporting and community facilities at the ground. However, many grant providers require applicants to demonstrate secure long-term tenure before funding can be awarded.

As a direct result of the lease being granted, the club has now successfully secured external funding to progress the projects outlined within this report.

The club sees these developments as a clear and positive outcome of the support shown by councillors through the granting of the lease and an opportunity to reinvest external funding directly back into community sport and facilities within Peterlee.

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### **Current Position**

Funding for both proposed projects has now been successfully secured through external grant funding streams and the club is currently progressing the necessary planning guidance, specifications, and any associated permission requirements connected to the developments.

However, before incurring further professional costs or progressing the projects further, the club wished to seek the Council's approval in its capacity as landlord to ensure the proposals are supported in principle and in accordance with the requirements and obligations set out within the terms of the club's 50-year lease.

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## Proposal 1 – All-Weather Practice Facility

The club seeks permission to install a two-lane all-weather cricket practice facility within the cricket ground boundary.

The proposed facility would significantly improve training provision and help support the continued growth of cricket participation within Peterlee.

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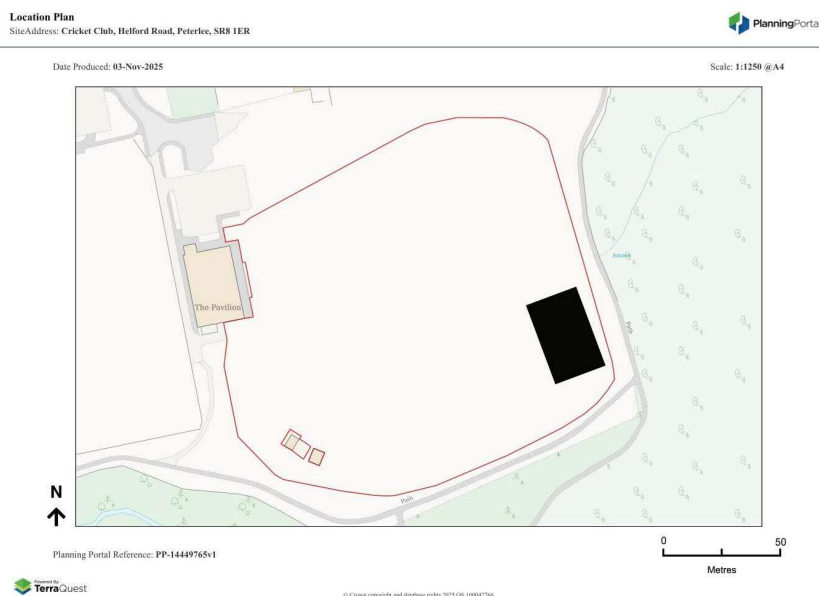
## Appendix A – Indicative Practice Facility



*Indicative example of the type and style of all-weather practice facility proposed.*

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## Appendix B – Proposed Location of Practice Facility



*Indicative location of the proposed practice facility within the cricket ground boundary.*

The proposed location has been selected carefully in order to:

- minimise impact on the main playing area,
- utilise peripheral space within the ground,
- maintain the character and openness of the site,
- and avoid interference with normal matchday activity.

The club believes the location represents a practical and sympathetic use of the available space.

The proposal would also allow the club to remove the existing fixed Radford practice nets currently located on the far side of the ground.

Following removal of the existing nets, the area would be restored and returned to a condition in keeping with the surrounding outfield.

The club believes this would improve both the appearance and overall layout of the ground by consolidating practice provision into a more suitable and modern location while reducing the visual impact of older infrastructure elsewhere on the site.

The club would also commit to maintaining the grassed perimeter areas surrounding the facility, particularly in areas where access for larger grounds maintenance machinery can be more difficult, helping ensure the development remains tidy, well presented, and properly integrated within the wider ground environment.

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## **Purpose and Benefits**

The proposed facility would:

- improve training provision for junior and senior players,
- increase opportunities for women's and girls' cricket development,
- reduce training cancellations caused by poor weather,
- provide a safer and more consistent practice environment,
- support the club's growing ECB All Stars, Dynamos, junior, women's, and senior programmes,
- and strengthen the club's ability to deliver coaching and wider community engagement activity.

The facility would represent a significant investment into grassroots sport within Peterlee and support the club's long-term ambition to grow participation and accessibility within the game.

The improvements would benefit not only existing members, but also visiting teams and spectators from outside the town, while helping create a more attractive and welcoming environment for the wider community.

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## Proposal 2 – Outdoor Social Seating Area

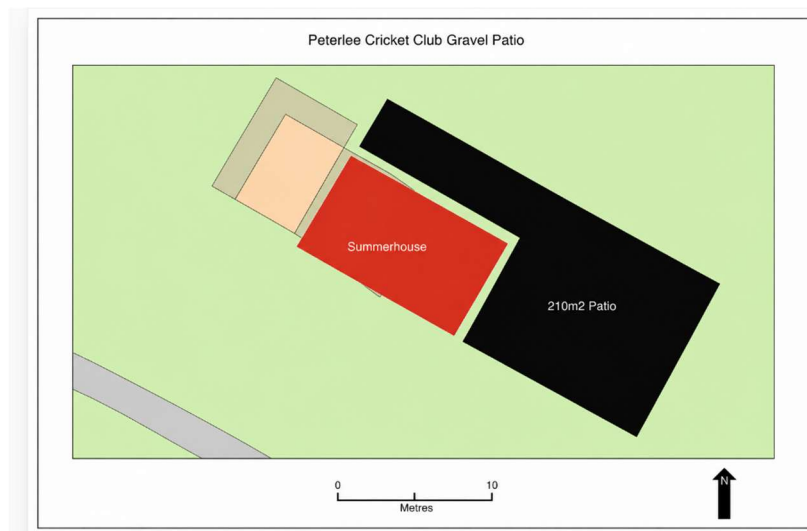
The club also seeks permission to create an outdoor social seating area adjacent to the summer house structure that has already received approval. The proposed works would include:

- a gravelled patio and seating area,
- low-level white picket fencing,
- and associated light landscaping improvements.

The aim is to create a welcoming and visually attractive outdoor community space that complements the wider cricket ground environment.

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## Appendix C – Proposed Outdoor Social Area



*Indicative layout showing the proposed outdoor seating and patio area.*

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## Appendix D – Indicative Fencing Style



*Indicative example of the proposed low-level white picket fencing.*

## **Purpose and Benefits**

The proposed area would provide:

- outdoor seating for members, families, spectators, and visitors,
- improved social and viewing space during matchdays and community events,
- a safer and more defined recreational area,
- and an enhanced visual appearance for visitors using the site.

The proposed fencing is intended to be low-level, visually sympathetic, and primarily cosmetic in nature, while also helping define and protect the seating area.

The club believes the development would contribute positively to the overall presentation of the ground and further support efforts to attract more people into the sport and wider community activity.

The club would similarly commit to maintaining the surrounding grassed areas around the social space and fencing to ensure the area remains tidy, attractive, and well integrated into the wider cricket ground setting.

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## **Wider Community Impact**

Peterlee Cricket Club remains committed to developing as an inclusive community sports organisation serving residents of all ages.

The club continues to expand opportunities across junior cricket, women's cricket, community participation initiatives, and recreational sport, with a strong focus on encouraging involvement from groups who may not traditionally have engaged with cricket.

These developments would improve both the sporting infrastructure and overall environment of the ground, including the removal and restoration of older practice infrastructure elsewhere on the site.

The club is particularly keen to ensure that the opportunities created through the granting of the long-term lease are translated into visible, lasting improvements that benefit members, visitors, and the wider community.

The projects also represent an opportunity to bring substantial external investment into Peterlee at no financial cost to the Council.

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## **Funding Position**

Both projects are intended to be delivered through externally secured grant funding.

Importantly, these improvements would be funded through external investment and volunteer-led club development, representing inward investment into community facilities within Peterlee without financial cost to the Council.

The recently secured 50-year lease has enabled the club to access funding opportunities that would otherwise not have been available due to the absence of long-term security of tenure.

The club believes these projects demonstrate the immediate positive impact of the Council's decision to support the club through the granting of the lease.

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### **Recommendations**

Peterlee Cricket Club respectfully requests that the Council:

1. Grants landlord consent for the installation of the proposed two-lane all-weather cricket practice facility at the location identified within the attached plans.
2. Grants landlord consent for the development of the proposed gravelled outdoor social seating area and associated low-level white picket fencing adjacent to the approved summer house.

Subject to landlord consent being granted, the club will continue progressing the detailed planning, specification, procurement, and any formal planning or regulatory approval processes that may be required prior to works commencing.

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### **Closing Statement**

Peterlee Cricket Club remains extremely grateful for the Council's ongoing support and particularly for the confidence shown in the club by councillors through the granting of the 50-year lease.

The club firmly believes these developments demonstrate the positive impact that decision has already begun to deliver for grassroots sport and community facilities within Peterlee.

Without the long-term security provided through the lease arrangement, the external funding that underpins these projects would not have been accessible to the club.

The club hopes these developments demonstrate a responsible and positive use of the opportunities created through the lease and believes the projects will deliver long-term sporting, social, and community benefits for both existing users of the facility and future generations wishing to engage with cricket and community activity in Peterlee.

The club looks forward to continuing to work collaboratively with the Council to further enhance the ground and its role within the local community.